

## ST. LAWRENCE COUNTY PLANNING BOARD MINUTES

7:00 p.m., Thursday, March 13<sup>th</sup> 2025

In person, HSC Conference Room, Canton / on Zoom

### I. Call to Order

- a. **Roll Call and Determination of a Quorum.** K. O'Neil called the meeting to order at 7:00 pm. A roll call was held; a quorum was established.

	NAME	ABSENT	PRESENT		NAME	ABSENT	PRESENT
1.	Ken Bellor		X		<b>Staff:</b>		
2.	Kim Bisonette		X		Jason Pfothenhauer		X
3.	Don Chambers		X		Preston Santimaw		X
4.	Priscilla Darling		X		<b>Guests:</b>		
5.	Daniel Fay		X				
6.	Margaret Finen		X				
7.	Laura Foster	X					
8.	Ed Fuhr		X				
9.	Andy Gilbert (Secretary)		X				
10.	Dan Huntley		X				
11.	Margaret Mauch		X				
12.	Robin McClellan		X				
13.	Kitty O'Neil (Chair)		X				
14.	Julia Rose (Vice-Chair)	X					
15.	Cherie Shatraw		X				
	<b>Total</b>		<b>13/15</b>				

- b. **Adoption of the Agenda.** O'Neil asked if there were changes to the agenda. Pfothenhauer stated that staff wanted to review a subdivision in the Town of Macomb after the full reviews. The modified agenda was unanimously adopted (Shatraw/McClellan).

- c. **Adoption of the February 13<sup>th</sup> Meeting Minutes.**

The minutes were unanimously adopted (Shatraw/Huntley).

### II. Public Forum

None.

### III. Project Reviews

- a. **Referrals Returned Pursuant to MOU.** Pfothenhauer highlighted details for projects listed in the MOU list.
- Bisonette: Why is the Thousand Islands Land Trust subdividing a property in Hammond?
  - Pfothenhauer: Most likely for building purposes.

b. **Full Reviews.**

Ogdensburg (C) – Rezone a parcel on 100 Ford Street from Business to Residential/Business Mixed Use. Santimaw presented the full review. Board members and staff discussed:

- Huntley: Are there any parties that oppose this rezone?
- Santimaw: None that staff are aware of.
- O’Neil: What is the reasoning behind the zone change?
- Santimaw: A homeless shelter is not permitted in the Business zone, but it is permitted in the neighboring Residential/Business Mixed Use zone.
- Pfothhauer: There are also other uses similar to a homeless shelter in the area; this use would not change the neighborhood character.
- O’Neil: It seems like the zone change would simply allow a wider range of uses.
- Pfothhauer: Some uses are exclusive to the Business district, but the R/B district allows the proposed use.

The Board voted unanimously to approve this project with the staff recommended non-binding recommendation (Shatraw/Finen).

Madrid (T): Review of a Junkyard as a Planned Unit Development. Pfothhauer presented the project review. Board members and staff discussed:

- Finen: Since this junkyard has been operating without a permit for so long, is there a statute of limitations that it would no longer need a permit?
- Pfothhauer: This review is more for the proposed expansion of the facility.
- Fuhr: Has the state conducted inspections for hazardous material? Crushing cars could release hazardous material that could affect groundwater.
- Pfothhauer: The applicant has stated they drain all liquids before crushing.
- Chambers: “Vehicle Dismantling Facilities” require a DEC permit for operation.
- Bellor: Does the applicant remove batteries?
- Pfothhauer: Presumably, yes.
- McClellan: How much will this project expand in the future? A Planned Unit Development would allow expansion that is beneficial to the Town and the applicant.
- Pfothhauer: While a Planned Unit Development would be a better option, a junkyard permit may be more realistic for the applicant to comply.
- Huntley: There are safety concerns with vehicles blocking the road; the Town should at least enforce the removal of vehicles from the road right-of-way.
- O’Neil: If the Town opts for an annual permit renewal, would it be able to add more regulations for this type of use?
- Bellor: Are there any adjacent residences?
- Pfothhauer: Not in close proximity with the applicant.
- Bellor: Any expansion with crushing could cause noise concerns.
- Fuhr: Has the applicant not followed the Town requirements until now?
- Pfothhauer: Staff is not aware of the applicant’s past compliance.

- Bisonette: For 20 years, the Town has not been able to enforce compliance with its code.
- Finen: Can this board enforce the 200' setback on new and existing operations?
- Bellow: Add a recommendation to require DEC compliance.
- Finen: Add a recommendation to comply with state DMV requirements.
- Huntley: The applicant should reach out to a professional engineer to help with the expansion design.
- Chambers: The Town should follow its own code; the recommendation should include compliance for the new and existing operation.
- Gilbert: Add a recommendation to make the fence just outside of the right-of-way at 50' from the road centerline instead of 200'.
- Bisonette: If this board wants to add a recommendation for visual screening it should specify the height.

The board unanimously voted to approve the project with the staff recommendations and added conditions (Gilbert/Shatraws).

Macomb (T): 8-lot subdivision Pfothnauer provided details on this project. Board members and staff discussed:

- Huntley: Are there any buildings on the parcel?
- Pfothnauer: Only one existing building. All proposed lots will have road frontage.
- O'Neil: Do any lots have wetlands?
- Pfothnauer: One lot has a federal wetland.
- McClellan: What is the applicant's plan for the new lots?
- Pfothnauer: Most likely sale.

The board did **not** vote on this project, as it was not a full review. Board members agreed to return this project for local action.

#### **IV. Planning Board Training Session**

Santimaw gave a training on Recusals and Abstentions. Board members and staff discussed:

- Bisonette: If a board member is unsure whether to recuse or abstain, should they call staff to clarify?
- Pfothnauer: Staff is happy to assist. Most recusals happen because of a financial benefit.
- Shatraw: Does that mean that if a board member will not have a financial benefit, they should not recuse?
- O'Neil: The bottom line is that each board member has discretion to recuse or abstain.
- McClellan: In some cases, if a board member does not recuse, there could be a legal liability.

- O'Neil: Where would the board put this new policy?
- Santimaw: It could go in writing at the end of the agenda.
- Pfothauer: If the board prefers, staff can include it on all email correspondence.

The board did not take an official vote on this policy, but collectively agreed to instate it. Board members in attendance received 30 minutes of training.

## V. **Reports**

- a. **Executive Committee.** O'Neil reported that the Executive Committee met to discuss the full reviews, items on the MOU list, and the training.
- b. **Board of Legislators.** Fay reported:
  - The BOL is voting on letting probation officers carry firearms;
  - The BOL voted on 38 resolutions including declaring women's history month, fair housing month, and sexual assault awareness month;
  - The BOL passed a resolution voicing their disapproval of a new DEC policy for not restocking walleye in the St. Lawrence River;
  - A partnership with Franklin County for purchasing road salt was approved.
  - McClellan: Will parole officers be able to carry firearms like police officers?
  - Fay: They will do all the same trainings as police officers.
- c. **Highway Department.** Chambers reported:
  - The state is resolving the SH 56 sinkhole;
  - The Highway Department is preparing its slate of projects for 2025.
- d. **State of the County Roundtable.**  
Finen stated that Maple weekend is coming up and it is a statewide event.
- e. **Staff Report.** Pfothauer and Santimaw reported:
  - Staff completed a revised comprehensive plan for the Town and Village of Hammond;
  - The County's septic repair grant is looking to disburse funds as construction season closes in. A link to information on this program is on the Planning Office website and will be on the County website homepage soon.
  - The new Planning Office fiscal officer has started and is working into her office workflow.
  - Santimaw recently presented at a Points North Housing Coalition meeting to highlight an ArcGIS Story map he has been working on for the Fair Housing Task Force. This project outlines the five county population centers and details their zoning codes to offer suggestions on how to improve them to make them more housing friendly.

- A reminder that the CPB will have a joint meeting with the Environmental Management Council on Thursday, April 10<sup>th</sup> at 6pm.

**VI. Other Items**

a. **Correspondence.**

None.

b. **Announcements.**

None.

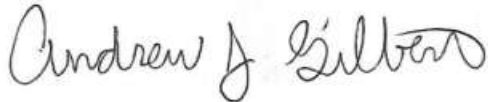
c. **Next meeting dates.**

- i. Executive Committee: Thursday, March 27<sup>th</sup> 2025 at 4:00 pm over Zoom
- ii. Planning Board: Thursday, April 10<sup>th</sup> 2025 at 6:00 pm in the Second Floor Conference Room located in the HSC building, 80 State Highway 310, Canton NY. This meeting will include the EMC.

**VII. Adjourn**

- a. The meeting adjourned at 8:54 pm (Huntley/Fay).

Respectfully Submitted,

A handwritten signature in cursive script that reads "Andrew J. Gilbert".

Andy Gilbert, Secretary

Minutes prepared by P. Santimaw