

## ST. LAWRENCE COUNTY PLANNING BOARD MINUTES

7:00 p.m., Thursday, May 8<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 7:01 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 Pfothhauer		X
3.	Don Chambers		X		Preston Santimaw		X
4.	Priscilla Darling		X (on zoom)		<b>Guests:</b>		
5.	Daniel Fay		X				
6.	Margaret Finen	X					
7.	Brian Murray	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>10/15</b>				

- b. **Adoption of the Agenda.** O'Neil asked if there were changes to the agenda. Pfothhauer stated that staff wanted to review an Adaptive Reuse Permit in the Town of Norfolk after the full reviews. The modified agenda was unanimously adopted (Huntley/Shatraw).

- c. **Adoption of the April 10<sup>th</sup> Meeting Minutes.**

Mauch made one correction to the minutes. The full review for the Town of Colton should be changes to the Town of Pierrepont.

The corrected minutes were unanimously adopted (McClellan/Huntley).

### II. Public Forum

None.

### III. Planning Board Training Session

Santimaw gave a training on the NYS DEC Jurisdictional Determination Process. Board members and staff discussed:

- Wildlife may interfere with properties and affect wetland locations.
- How should municipalities handle these forms? Should they require that applicants complete the process before applying for a local permit due to potential timeline issues?
- Local Planning Boards should do their best to inform applicants of this process because the responsibility falls on the applicant to submit these forms.
- Without a determination, an applicant cannot receive a permit.
- This process is required for any project.
- How will municipalities with part-time code officers handle this process with every person who needs a building permit?

Board members in attendance received 30 minutes of training.

#### **IV. Project Reviews**

- a. **Referrals Returned Pursuant to MOU.** Pfotenhauer highlighted details for projects listed in the MOU list.
  - O'Neil: Has this board seen the Ogdensburg car wash?
  - Pfotenhauer: It was discussed at the Executive Committee meeting.
  - McClellan: Did the developer look to collocate?
  - Pfotenhauer: Yes.

- b. **Full Reviews.**

Potsdam (V): Site Plan Review for the Potsdam Food Co-op. Pfotenhauer presented the full review. Board members and staff discussed:

- McClellan: The Co-op is constructing the new building back from the lot line in order to keep the old building open during construction.
- Chambers: The code says that the building "should" be close to the lot line, not "shall".
- O'Neil: The board should add a recommendation for the DEC JD process.
- Chambers: The applicant will most likely not need a new curb cut or DOT permit.
  - How is this project addressing drainage?
- O'Neil: The applicant identified stormwater drainage in the middle of the lot.
- McClellan: The board should add a condition for a stormwater management plan.

The Board voted to approve this project with the staff recommendations and additional condition and recommendation (Shatraw/Chambers). McClellan abstained.

Parishville (T): Special Use Permit for a Gift Shop. Santimaw presented the project review. Board members and staff discussed:

- McClellan: Would this project come back to this board if the applicant needed a use variance?

- Pfothenhauer: Yes, the Town could also change the zoning. This board could choose to deny this project since it is not a permitted use, but the local municipality may not know how to proceed.
- O'Neil: This board could deny this project, but should outline to the Town how to proceed.

The board unanimously voted to disapprove this project. (Shatraw/McClellan).

Norfolk (T): Adaptive Reuse Permit for an Event Venue Pfothenhauer provided details on this project. Board members and staff discussed:

- O'Neil: Will the events be consistent with residential neighborhoods?
- Pfothenhauer: That is still being debated locally.
- Darling: How long has it been since this was a church?
- Pfothenhauer: The applicant bought it a few months ago.
- Darling: The applicant should check for deed covenants for potential restrictions.
- McClellan: Add a recommendation for noise control.
- Bisonette: What is the building capacity?
- Pfothenhauer 295.
- Bisonette: Ensure parties remain inside the building to avoid noise complaints.

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.

## V. Reports

- Executive Committee.** O'Neil reported that the Executive Committee met to discuss the full reviews, items on the MOU list, and the training. She also stated that last month's joint meeting with the Environmental Management Council went well.
- Board of Legislators.** Fay reported:
  - The BOL voted on 28 resolutions at Monday's meeting. A few of them are as follows:
  - The County Sheriff's office is now overseeing security for the Social Services building.
  - A local law was passed extending Empire State Mining, LLC to develop on county property.
  - Corning is not moving forward with their expansion.
- Highway Department.** Chambers reported:
  - The Highway Department is transitioning to its summer operations.
  - Bridge projects will start later than usual due to permitting issues.

d. **State of the County Roundtable.**

None.

e. **Staff Report.** Pfothenhauer reported:

- Planning staffer Sam Joseph has welcomed his first child, Maxwell into the world. Congratulations Sam!
- The County Highway Department helped to construct a new bus stop on the side of the HSC. This new bus stop will be fully operational on Wednesday, 5/14.

**VI. Other Items**

a. **Correspondence.**

Staff received a petition from an individual in Bombay, NY opposing large-scale solar development in Massena, Brasher, and Bombay to protect agriculture.

b. **Announcements.**

Planning Staff will host a local land use training session on Thursday, May 29<sup>th</sup> from 6:30 p.m. to 8:30 p.m. in the Second Floor Conference Room in the HSC.

c. **Next meeting dates.**

- i. Executive Committee: Thursday, May 29<sup>th</sup> 2025 at 4:00 pm over Zoom
- ii. Planning Board: Thursday, June 12<sup>th</sup> 2025 at 7:00 pm in the Second Floor Conference Room located in the HSC building, 80 State Highway 310, Canton NY.

**VII. Adjourn**

- a. The meeting adjourned at 8:49 pm (Shatraw/Bisonette).

Respectfully Submitted,

A handwritten signature in black ink that reads "Kitty O'Neil". The signature is written in a cursive, flowing style.

Kitty O'Neil, Chair

Minutes prepared by P. Santimaw