

ST. LAWRENCE COUNTY PLANNING BOARD MINUTES

7:00 p.m., Thursday, June 12th 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		Staff:		
2.	Kim Bisonette		X		Jason Pfothenhauer		X
3.	Don Chambers		X		Preston Santimaw		X
4.	Priscilla Darling		X		Guests:		
5.	Daniel Fay		X				
6.							
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				
	Total		12/15				

- b. **Adoption of the Agenda.** O'Neil asked if there were changes to the agenda. Pfothenhauer stated that staff wanted to add two full reviews; an SUP in the Town of Potsdam and an SUP in the Town of Stockholm. Staff also wanted to review a subdivision in Macomb and move the training after the full reviews. The modified agenda was unanimously adopted (Huntley/McClellan).
- c. **Adoption of the May 8th Meeting Minutes.**

The minutes were adopted (Shatraw/Huntley). Murray abstained.

II. Public Forum

None.

III. Project Reviews

- a. **Referrals Returned Pursuant to MOU.** Pfothenhauer highlighted details for projects listed in the MOU list.
- O'Neil: How does staff review area variances? What guidance do they follow?

- Pfothhauer: Staff look at the five balance of interest tests and the overall impact that granting the variance would have on the community. In this case, the residence was surrounded by woods, and the applicant had no alternatives.

b. Full Reviews.

Potsdam (T): Special Use Permit for a Small Commercial Business. Santimaw presented the full review. Board members and staff discussed:

- Chambers: Are there sanitary sewers or septic on the property? If so, it may be too close to adjacent residences.
- Gilbert: Most likely a septic system. The adjacent apartment building was remodeled from a store.
- Huntley: Is it connected to municipal water?
- Pfothhauer: It is outside the village, so most likely not.
- McClellan: Could there be toxic waste with the ink cartridges?
- Pfothhauer: Could add a condition for waste management.
- Bisonette: What kind of business is it?
- Santimaw: Graphic design.

The Board voted unanimously to approve this project with the staff recommendations and additional conditions (McClellan/Gilbert).

Stockholm (T): Special Use Permit for a roofing supply business. Pfothhauer presented the project review. Board members and staff discussed:

- McClellan: Should the board condition the JD process?
- Pfothhauer: The board could add a recommendation, but may not want to condition.
- McClellan: Is there power at the business?
- Pfothhauer: This is an amish business, it may not have power.
- Huntley: Is there water or septic? Who would manage it?
- Pfothhauer: DEC manages contamination, may not have any septic or water.
- Gilbert: Add a condition to consider traffic circulation.

The board voted to approve this project with the staff recommendations and additional conditions (Gilbert/Shatraw). McClellan abstained.

Macomb (T): 1-lot subdivision Santimaw provided details on this project. Board members and staff discussed:

- Huntely: Is there a right-of –way on the new parcel?
- Pfothhauer: There is an existing cottage and private roads on the parent parcel.
- McClellan: Can the board add comments on dimensional requirements?
- Pfothhauer: No, Macomb does not have zoning so it cannot enforce these requirements.
- Murray: Is the well and septic location specified?

- O'Neil: The board could add a recommendation to specify septic location.
- Murray: This could be sold within the family and not be a problem, but in the future if an outside buyer purchases the lot, it could be a problem.
- Shatraw: Does this project require the JD process?
- Pfotenhauer: It is exempt since there is no new construction.

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 with comments.

IV. **Planning Board Training Session**

Santimaw and Pfotenhauer gave a training on the EFC Septic System Repair Program and the DANC IMA. Board members and staff discussed:

Septic Program

- The program does not have a soil requirement.
- Engineer drawings are a requirement for eligibility.
- Program ends March 2027.
- Residences or small businesses are eligible.

DANC IMA

- The board would like to see a list of this applications capability.
- This application only shows public utilities.
- DANC should keep a database for when each layer is updated.

Board members in attendance received 30 minutes of training.

V. **Reports**

- a. **Executive Committee.** Gilbert stated that the Executive Committee meeting was short since no project reviews were discussed at the time.
- b. **Board of Legislators.** Fay reported:
 - The BOL passed a resolution proclaiming June as dairy month.
 - Fay also reported on the state of the NYS prison system.
- c. **Highway Department.** Chambers reported:
 - The BOL approved hiring an engineering firm to relocate the highway campus from Canton to Potsdam
- d. **State of the County Roundtable.**
None.

e. **Staff Report.** Pfotenhauer reported:

- A ribbon cutting for the new county bus shelter took place on 5/19.
- Staff are working with the Town of Colton on its comprehensive plan. A meeting is forthcoming.
- Staff held a local government training on 5/29 for planning and zoning board members.

VI. Other Items

a. **Correspondence.**

Staff received notices from Hammond approving projects this board reviewed.

b. **Announcements.**

None.

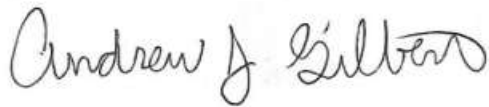
c. **Next meeting dates.**

- i. Executive Committee: Thursday, June 26th 2025 at 4:00 pm over Zoom
- ii. Planning Board: Thursday, July 10th 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 8:42 pm (McClellan/Shatraw).

Respectfully Submitted,

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

Andy Gilbert, Secretary

Minutes prepared by P. Santimaw