

ST. LAWRENCE COUNTY PLANNING BOARD MINUTES

7:00 p.m., Thursday, October 9th 2025
In person, Public Safety 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 7:02 pm. All those present introduced themselves. A roll call was held; a quorum was established.

	NAME	ABSENT	PRESENT		NAME	ABSENT	PRESENT
1.	Ken Bellor		X		Staff:		
2.	Kim Bisanette		X		Matilda Larson		X
3.	Don Chambers		X		Jason Pfotenhauer		X
4.	Priscilla Darling	X			Guests:		
5.	Legislator Ben Hull		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		10/15				

b. **Adoption of the Agenda.** O'Neil asked if there were changes to the agenda. Pfotenhauer stated that there were not but explained why the meeting was moved to the PSC conference room location. The agenda was unanimously adopted (Gilbert/Shatraw).

c. **Adoption of the September 11th Meeting Minutes.**

The minutes were unanimously adopted (Rose/Huntley).

II. Public Forum

None.

III. Board Training Session

Pfotenhauer presented the first training session. The topic discussed was the rigorous requirements to meet the 4 legal tests before a use variance is granted. Staff used an example of a use variance for a transitional home that is located in an R-2 zoning district in the Village of Potsdam. The applicant provided evidence for all 4 legal tests and the

Village Zoning Board of Appeals granted the use variance. Staff and Board members discussed how the applicant responded to each of the 4 tests. Discussion focused on who is the applicant and how use variances are tied to and run with the land in question.

Larson presented the second training session. The topic for discussion was the public utility variance and how it differs from the standard use variance. She described the 2 legal tests associated with a public utility variance and gave an example of a New York State town that challenged and lost a court battle over meeting the 2 legal tests. Discussion centered on how a public utility is defined, how solar development is developed in St. Lawrence County, and specifically a project in the Town of Madrid.

The training session satisfied 1.25 hours of the annual 4 hour land use training requirement for all Board members present.

IV. Project Reviews

- a. **Referrals Returned Pursuant to MOU.** Pfotenhauer explained the MOU process and how few projects were referred this month. Rose asked a question about parking at the Newberry building in Massena.

V. Reports

- a. **Executive Committee.** Gilbert stated that the Executive Committee was conducted over Zoom.
- b. **Board of Legislators.** Hull will offer a summary of recent actions by the BOL at future meetings. Bisonette asked about the passage of a resolution regarding exemption of back taxes on certain delinquent properties. Hull stated that the resolution was passed, but that should the properties become viable for sale they will be put back on the tax roll.
- c. **Highway Department.** Chambers reported:
 - The paving season will end in a few weeks with nearly 80 miles of road paved this year.
 - Rock Island Bridge in Hermon to reopen in early November; culvert replacement on Country Route 25 should be completed before December 1st; plans for a new administration and maintenance facility at the Potsdam Outpost are under way.
 - Culvert on 310 may not be repaired before winter; gas line is currently being relocated.
- d. **State of the County Roundtable.**
 - Rick Reusaw was appointed as Emergency Services Director on October 6th.
 - Bisonette offered a moment of silence in honor of Dan Fay.

e. **Staff Report.**

Pfotenhauer stated that the Staff Report was distributed in the meeting packet.

VI. Other Items

a. **Correspondence.**

Pfotenhauer stated that Staff received notices of action from various municipalities.

b. **Announcements.**

-Local Government Conference is scheduled for Tuesday, October 14th.
- Huntley stated that over 1200 people attend the annual “Day at the Farm” at Maplevie Farm in Madrid.

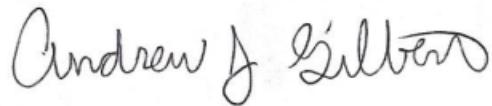
c. **Next meeting dates.**

- i. Executive Committee: Thursday, October 30th 2025 at 4:00 pm over Zoom.
- ii. Planning Board: Thursday, November 13th 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 (Huntley/Rose).

Respectfully Submitted,



Andy Gilbert, Secretary

Minutes prepared by J. Pfotenhauer