

**ST. LAWRENCE COUNTY PLANNING BOARD
MEETING MINUTES**

7:00 p.m., Thursday, August 13th, 2026
2nd Floor Conference Room, Human Services Center, 80 State Highway 310, Canton, NY
and on Zoom

I. Call to Order

- a. **Roll Call and Determination of a Quorum.** A. Gilbert called the meeting to order at 6:59 pm. A roll call was held; a quorum was established. Gilbert asked all those present to please introduce themselves, including newly appointed Board member Andrea Smith from Morristown, and Board candidate Jim Ames from Stockholm.

	NAME	ABSENT	PRESENT		NAME	ABSENT	PRESENT
1.	Ken Bellor		X		Staff:		
2.	Kim Bisonette		X		Jason Pfothhauer		X
3.	Priscilla Darling	X			Matilda Larson		X
4.	Andy Gilbert, Vice-Chair		X				
5.	SLC Hwy Sup't - vacant				Guests:		
6.	Dan Huntley		X		Jim Ames		X
7.	Margaret Mauch	X					
8.	Robin McClellan, Secretary		X				
9.	Brian Murray		X				
10.	Kitty O'Neil		X				
11.	Legislator Alan Robinson		X				
12.	Julia Rose (Chair)	X					
13.	Cherie Shatraw		X				
14.	Andrea Smith		X				
15.	Vacant						
	Total		10/15				

- b. **Adoption of the Agenda.**

The agenda was unanimously adopted (McClellan/O'Neil).

- c. **Adoption of the July 9th Meeting Minutes.**

The June 11th minutes were unanimously adopted (McClellan/Shatraw).

II. Public Forum

None

III. Project Reviews

- a. **Referrals Returned Pursuant to MOU.**

1. Ogdensburg (C): Use Variance for Gerald and Janice Lincoln to replace a camper with an Amish-built shed as a seasonal dwelling / camp in the Residential-Business (R/B) Mixed Use District at 20 Commerce Street. Larson presented an overview of the project.

The County Planning Board unanimously determined the project was of countywide / inter-municipal significance based on the property's proximity to a scenic byway and the confluence of the St. Lawrence and Oswegatchie rivers (Smith/McClellan). The County unanimously voted to deny the use variance for failing to satisfy all four legal tests (Smith/McClellan).

b. Full Reviews.

1. Colton (T): Adoption of Comprehensive Plan. Larson presented the staff report.

- O'Neil asked that paragraphs referencing the development of multi-use trails include complying with applicable State and local motor vehicle laws.
- Huntley recommended the plan recognize the impacts of converting seasonal dwellings into year-round residences on water quality due to increased water supply and wastewater volume, and the required investments to the associated water and sewer infrastructure.

The Board agreed to return the Comprehensive Plan for local action with staff and Board recommendations.

2. Louisville (T): Special Use Permit for Massena Humane Society to establish an animal shelter / kennel in the Residential Agricultural (R-A) District at 9999 State Highway 56. Pfothner presented the full review.

- O'Neil said noise can impact neighbors when they are outside on their properties, in addition to when they are inside their residences.
- Huntley asked whether fencing is proposed. Smith replied dogs at shelters are confined to individual cages with pet doors that provide access to confined outside space.
- Murray recommended the conditions incorporate NYS Department of Agriculture and Markets language concerning dog kennels that was applied the Gracious Friends project review in the Town of Oswegatchie.
- Bisonette asked how animal waste would be disposed of.
- Bellor said the Humane Society will relocate from the Raquette River Road in the Town of Massena. Bellor said the project must maintain control of the animals, which may include fencing.

The Board unanimously approved the Special Use Permit with conditions.

3. Massena (V): Use Variance for St. Peter's Outreach Ministry to repurpose the former Trinity School into a neighborhood center and food pantry in the Residential A zone, located at 10 Highland Park. Pfothauer presented the project review.
- Smith recommended screening or fencing between the former school and residence that is directly north of the property. Staff and Board members noted the presence of a guy wire along the shared property line, and any proposed fence cannot conflict with a utility easement or impede the line of sight of tractor trailers exiting the property.
 - Members of the Board said the food pantry in the repurposed school will have less traffic impact than when the school operated; and would eliminate congestion at the food pantry's current location on Main Street. Bellor explained the car queue at their present location blocks entrances to the post office, a convenience store and other uses on Main Street.
 - Pfothauer said the property could also be rezoned to match the same zoning on Main Street.

The Board concurred with returning the project for local action with comments.

4. Oswegatchie (T): Site Plan Review for United Helpers Community Center at 8101 State Highway 68. Pfothauer presented the project review.
- Smith and Shatraw noted the property was already cleared, and members of the Board wondered whether the clearance was subject to a SPDES permit. Members of the Board also noted the project is next to Curran Renewables, and the property may have been cleared by the neighboring business as a forestry activity.
 - Larson recommended the Town Planning Board consult with emergency responders about whether emergency vehicles could descend the slope of the access road as proposed.
 - Smith said the property is located in the Morristown Fire District, and the Town should consult with the fire department about whether existing equipment could adequately respond to an emergency at a 52' tall structure.
 - Smith said the property will need a pump station based on its topography. Smith recommended the Town Planning Board seek advice from an architectural and engineering firm to assist with the local review. Larson said the Town Planning Board could establish an escrow account to hire a firm.
 - Bisonette said the site plan should depict the location for a dumpster facility with screening.
 - Murray recommended the site plan depict the location of the nearest fire hydrants, and to add a hydrant on site.

- Smith added if the project receives municipal service, for the fire department and DPW review the site plan and provide comments, including the City Fire Department as they will provide mutual aid.
- Pfotenhauer recommended the Town Planning Board hold a public hearing for the project.

The Board unanimously voted to approve the site plan with conditions (O’Neil/Huntley).

IV. Reports

- a. **Executive Committee.** Gilbert said the Executive Committee met to set the agenda; discussed projects that were returned for local action; and discussed the full review projects.
- b. **Board of Legislators.** None.
- c. **Highway Department.** None.
- d. **State of the County Roundtable.** Gilbert said a dairy farm in Jefferson County is being sued for non-compliance with Environmental Protection Agency (EPA) Concentrated Animal Feeding Operation (CAFO) regulations, even though the farm complies with State CAFO requirements.
- e. **Staff Report.**
 - Pfotenhauer reported Heidi Ames was promoted to a Planner II, and the Office has a vacancy for a Planner I.
 - The Office is preparing a comprehensive plan for the Village of Norwood, and plans to submit a mobile home replacement program funding application.
 - Larson said the college routes have resumed service, and new five-year bus service contracts were executed with each participating college. Larson also reported Public Transit is incurring a fuel bill that is \$10,000 higher per month than originally budgeted, and that transit systems are reporting the same to the Department of Transportation.

V. Other Items

- a. **Correspondence.**
 - Pfotenhauer said the office received three Notices of Action; two from the Town of Hammond, one from the Town of Louisville.
- b. **Announcements.**
 - The annual Local Government Conference will be on October 13th at SUNY Potsdam, from 8:30 am to 3:00 pm

- Interviews with candidates for the County Highway Superintendent's position are scheduled over the next week.

c. **Next meeting dates.**

- Executive Committee: Thursday, August 27th at 3:30 pm over Zoom.
- Planning Board: Thursday, September 10th at 7:00 pm in the 2nd Floor Conference Room of the HSC, 80 State Highway 310, Canton, NY.

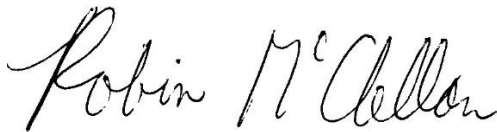
Pfotenhauer said the meeting agenda will include two project reviews for solar arrays: one 5MW project in Waddington, and one 4.5MW in Potsdam.

Pfotenhauer said the office will relocate back to the County Courthouse in October or November.

VI. Adjourn

- a. The meeting adjourned by consensus at 9:21 pm.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Robin McClellan". The signature is written in black ink and is positioned above the printed name of the signatory.

Robin McClellan, Secretary

Minutes prepared by M. Larson