

ST. LAWRENCE COUNTY PLANNING BOARD MINUTES

7:00 p.m., Thursday, July 9th, 2026

2nd Floor Conference Room, Human Services Center, 80 Sate Highway 310, Canton and on Zoom

I. Call to Order

- a. **Roll Call and Determination of a Quorum.** J. Rose called the meeting to order at 6:59 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 Pfothhauer		X
3.					Preston Santimaw		X
4.	Priscilla Darling		X		Guests:		
5.	Legislator Alan Robinson		X				
6.							
7.	Brian Murray		X				
8.							
9.	Andy Gilbert (Vice-Chair)		X				
10.	Dan Huntley		X				
11.	Margaret Mauch		X				
12.	Robin McClellan (Secretary)		X				
13.	Kitty O'Neil		X				
14.	Julia Rose (Chair)		X				
15.	Cherie Shatraw		X				
	Total		12/15				

- b. **Adoption of the Agenda.** Rose asked if there were changes to the agenda. Staff said that they wanted to review a use variance in the Town of Louisville and a site plan in the Town of Lisbon. The modified agenda was unanimously adopted (O'Neil/Gilbert).

- c. **Adoption of the June 11th Meeting Minutes.**

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

II. Public Forum

None

III. Training Session – Determining Project Application Completeness

Santimaw and Pfothhauer delivered a training session on project application completeness. Board members and staff discussed:

- The County Planning Board and Planning staff should encourage communication with local code enforcement officers;
- Staff should include the Town Supervisor and the respective board chairs in any correspondence;
- The Planning Office can disagree with a local referring body about application completeness;
- Larger projects typically provide completed SEQR documentation, smaller projects may not;
- Complete applications help not only the County Planning Board but also the local board and the developers.

Board members in attendance received 1 hour of training credits.

IV. Project Reviews

a. Referrals Returned Pursuant to MOU.

None.

b. Full Reviews.

Louisville (T): Use Variance for a Home Occupation Santimaw presented the full review.

The Board agreed to return the project for local action with staff recommended comments.

Lisbon (T): Site Plan Review for a cell tower Pfotenhauer presented the project review.

The Board agreed to return the project for local action with staff recommended comments.

V. Reports

- a. **Executive Committee.** Rose stated that the Executive Committee met to discuss the training session. She also stated that staff may send out the recording of the meeting as training to local board members.
- b. **Board of Legislators.** None.
- c. **Highway Department.** Pfotenhauer stated that the interview process for hiring a new County Highway Superintendent is underway. He also stated that the Planning Office has received two applications for new CPB appointees that will be voted on by the BOL.

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

Huntley read an excerpt from an article regarding the Federal Government accusing New York State of violating USDA standards by approving solar arrays on prime farmland.

e. **Staff Report.** Pfotenhauer stated:

- The Planning Office will be reconfiguring CPB staffing due to Santimaw's departure;

The County received \$400,000 for round five of the septic system replacement program;

- Staff are working with CDP on writing a mobile home replacement funding application;

- The County was awarded a microtransit grant for \$3.1 million;

- The County is undergoing its yearly budget review process.

VI. Other Items

a. **Correspondence.**

Staff reviewed letters from the Town of Hammond regarding local decisions on projects reviewed by the CPB.

b. **Announcements.**

None.

c. **Next meeting dates.**

i. Executive Committee: Thursday, July 30th at 3:30 pm over Zoom.

ii. Planning Board: Thursday, August 13th at 7:00 pm in the Second-Floor Conference Room located in the HSC building, 80 State Highway 310, Canton NY.

d. Board members offered their thanks to Staff member Preston Santimaw for his three years of dedicated service to County Planning Board. They wish him well in his future endeavors.

VII. Adjourn

a. The meeting adjourned at 8:25 pm (Bisonette/Huntley).

Respectfully Submitted,

A handwritten signature in black ink that reads "Robin McClellan". The script is cursive and fluid, with the first name "Robin" and last name "McClellan" clearly legible.

Robin McClellan, Secretary

Minutes prepared by P. Santimaw