

Area or Dimensional Variances

Area variances may be granted where setback, frontage, lot size or yard requirements of this Code cannot be reasonably met. In making it's determination the ZBA shall take into consideration the benefit to the applicant if the variance is granted, as weighed against the detriment to the health, safety and welfare of the neighborhood or community by such grant. In making such determinations the board shall also consider the following criteria:

Please give a written response to each section.

(1) Will an undesirable change be produced to the character of the neighborhood or a detriment to nearby properties be created by the granting of the area variance?

No. The existing parking lot to be subdivided from the former bank building will remain unchanged. The former bank building lot (requiring the variance) historically existed on an undersized lot prior to a merger of Tax Map Lots by others.

(2) Can the benefit sought by the applicant be achieved by some method, feasible to the applicant to pursue, other than an area variance?

No. Without the separation of the parking lot from the building lot, it is not feasible to sell the Tax Map parcel as it exists. The subdivision as presented is in the best interest for Lot 1 and Lot 2(with merged lots) with easements provided to the parties involved.

(3) Is the requested area variance substantial?

No. The request is only a 2.0% reduction in lot depth.

(4) Will the proposed variance have an adverse effect or impact on the physical or environmental conditions in the neighborhood?

No. The existing parking lot to be subdivided from the former bank building will physically remain unchanged. The former bank building lot (requiring the variance) ,historically existed on undersized lots prior to a merger of Tax Map Lots, will physically also remain unchanged.

(5) Has the alleged difficulty been self-created?

This information shall be relevant to the decision of the board but shall not necessarily preclude granting of the variance.

No. The Tax Map Parcel being subdivided is a parcel that consisted of a number of parcels purchased by The National Savings Bank of the City of Albany and brought together, by individual descriptions, into one deed, the current tax map parcel.

Frontier Property Management, Inc.
30 Brinkerhoff Street
Area Variance Request

Project Narrative

The Applicant currently has a tax map parcel (207.74-2-22) that fronts on Brinkerhoff Street, Marion Street and Protection Avenue. The Applicant's ownership of this property with Deed File Number 2004-170990, includes a number of parcels that comprise the current tax parcel 22 but also includes other lands, Tax Map Parcel 207.74-2-21. The parcel consists of a former bank building and parking lot area.

The Applicant proposes to subdivide Parcel 22 into two lots, Lot No. 1 will include the existing bank building and Lot No. 2 will include the remaining lands or the parking lot. The Bank Building lot will comprise of parcels that existed well prior to the Applicant acquiring ownership of the land. Lot No. 2 will consist of the parking lot, which also consists of a number of parcels described in the existing title deed. The individual parcels described in the existing title deed were stand along parcels prior to the 1930's, and were over time, purchased by the Merchant's National Bank, an entity that evolved in name over time and eventually became NBT Bank, NA. It is during this time frame that additional parcels were purchased and eventually became known as Tax Map Parcel 207.74-2-22 and 207.74-2-21.

The Applicant desires to create a parcel, Lot No. 1 that reverts the parcel back to a lot that was originally the "bank building lot". The balance of the lot, Lot No. 2 will remain as is now used, a parking lot and provide access to parking for the bank building lot and use to others.

The proposed lot, Lot No. 1 depth, using an average, will only be 98 feet, which is deficient of the 100 foot depth required by zoning. This part of the bulk area controls is the only deficiency and is 2% deviation from the required 100 foot.

The current bulk area controls allow for a 0 setback and if a setback is provided, the minimum setback requirement is 12 foot. A 12 foot setback from the existing north face of the building will create an undo hardship for the remaining lands, Lot No. 2. The parking lot as it now exists, provides ample dimensions for parking stalls and travel lane between the parking stalls, any deviation will create spacing issues. The proposed submittal, provides the best development.

The Applicant requests an area variance from Article 5, Section 360-14G of the City's Zoning Ordinance.

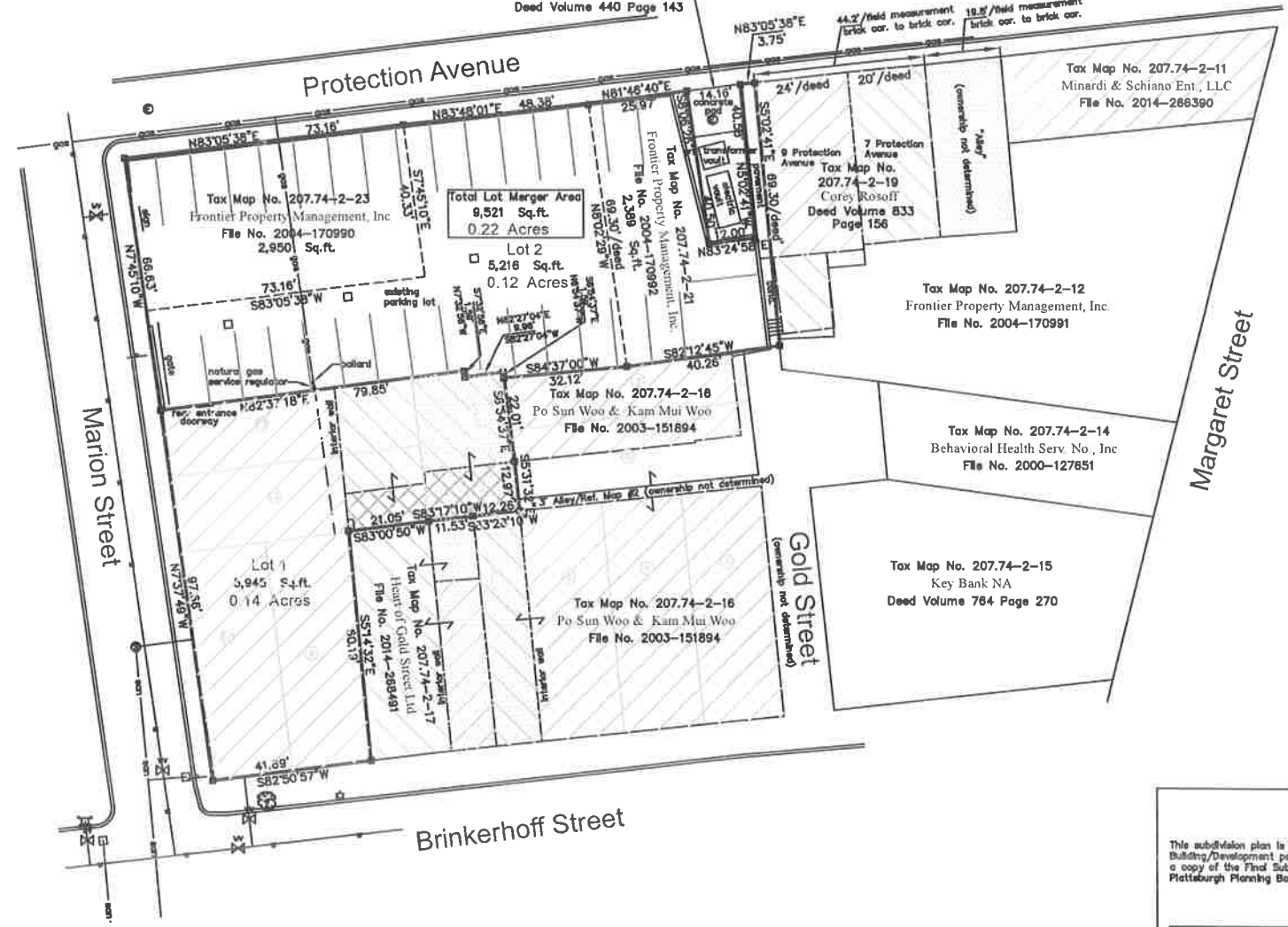
DHL
Dean H. Lashway, L.S., P.C.
 Boundary Surveys - Residential & Commercial Subdivisions
 Topographic & Construction Surveying
 2788 Miner Farm Rd
 Allona, New York 12910
 Phone: 518-238-9333 FAX: 518-236-7025
 Email: DHLSurveying@AOL.com



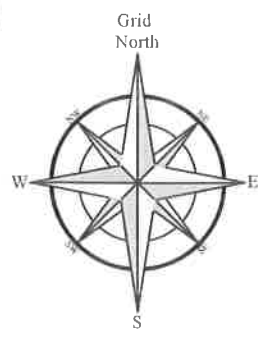
Reference Deed:
 Tax Map Nos. 207.74-2-22 & 207.74-2-23
 Robert Garrard
 to
 Frontier Property Management, Inc.
 File No. 2004-170990

Tax Map No. 207.74-2-21
 Robert Garrard
 to
 Frontier Property Management, Inc.
 File No. 2004-170990

Tax Map No. 207.74-2-20
 City of Plattsburgh
 Deed Volume 440 Page 143



- Legend**
- Iron pin set
 - Iron pipe/pin found
 - ⊠ Computed corner
 - x — Wire fence line found
 - □ — Wood fence line found (type noted)
 - ⊕ Utility pole
 - du — Overhead utility line
 - Parcel boundary line
 - Water Valve
 - Catch Basin
 - Sanitary Sewer Manhole
 - Traffic sign
 - Sanitary Sewer line
 - Water line
 - Dead Line
 - Existing street light
 - Existing deciduous tree
 - Existing Electric Manhole
 - Natural Gas line
 - Vice Subdivision Lot Number (see Ref. Map 2)
 - Common Ownership
 - Existing Building
 - Easement Held by Tax Map Parcel 207.74-2-17



- Reference Maps:**
1. "Peter Solly Village Lots, Church Alley" Filed at the Clinton County Clerk's Office as Map B-52
 2. "Samuel F. Vlas Subdivision, Brinkerhoff Street, Margaret Street, Marion Street & Church Alley" Dated July 4, 1827 Filed at the Clinton County Clerk's Office in Deed Volume 48 at Page 93
 3. "Certain Vlas Subdivision Lots, Brinkerhoff Street & Marion Street" Filed at the Clinton County Clerk's Office as Map B-119
 4. "Map of Plattsburgh National Bank Property Corner of Brinkerhoff & Margaret Streets, Showing Portion of Gold Street" Dated January 8, 1954 Map Prepared by R.H. Ladue, L.S. Filed at the Clinton County Clerk's Office as Map B-275
 5. "Plot Plan & Survey Map of Property of Dock & Coal Co., Inc., 18 Marion St. & 17 Protection Ave., City of Plattsburgh Clinton County, New York" Dated August 30, 1961 Map Prepared by R.H. Ladue, L.S. Filed at the Clinton County Clerk's Office in Map Book 1 at Page 80
 6. "Plot Plan-Map of Building Locations & Property of East of David Stearns & Blair Est., 79-85 Margaret St. & 7-9 Protection Ave., City of Plattsburgh Clinton County, New York" Dated March 16, 1960 (Last Revised 4/25/63) Map Prepared by R.H. Ladue, L.S. Filed at the Clinton County Clerk's Office in Map Book 1 at Page 172
 7. "Map of Building Location 7 Plot Plan of the 'Laravia' Bldg at 15 Protection Ave., City of Plattsburgh, Clinton County, New York. Sold To: The National Savings Bank of the City of Albany. Map Dated February 19, 1979 Map Prepared by R.H. Ladue, L.S.

Clinton County Real Property Certifies that this subdivision map Pertains to tax map # 207.74-2-22, # 207.74-2-21 & # 207.74-2-23

City of Plattsburgh Planning Board Notes:

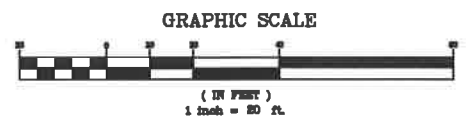
All Electrical relocation or new service requires City of Plattsburgh Permits and can be obtained from the Plattsburgh Municipal Lighting Department (PMLD). After obtaining the necessary permits, the project construction schedule shall be coordinated with PMLD within 72 hours advance notice for all work.

Map Notes:

1. Unauthorized alteration or addition to a survey map bearing a Licensed Land Surveyor's seal is a violation of Section 7209, Subdivision 2 of the New York State Education Law.
2. Only boundary survey maps with the surveyor's embossed seal, with an original signature, are genuine true and correct copies of the surveyor's original work and opinion (mylar prints shall be stamped with the surveyor's ink seal with an original signature).
3. The certification listed hereon is limited to the persons for whom the boundary survey map is prepared, the title company, the governmental agency, and to the lending institution listed on this boundary survey map.
4. The certifications hereon are not transferable.
5. Copyright 2022 by Dean H. Lashway, L.S., P.C. All rights reserved.
6. The location of underground improvements or encroachments are not always known and often must be estimated. If any underground improvements or encroachments exist or are shown, the improvements or encroachments are not covered by this certificate.
7. Location of existing underground utilities or wetlands, if any, are not shown hereon.
8. Riparian rights, if any, have not been established as a result of this survey.
9. Subject to any encumbrances of record or those discoverable by inspection.
10. The current Tax Map Shows Gold Street extending along the northerly side of Tax Map Nos. 207.74-2-16 & 207.74-2-17. The title deed for 207.74-2-22 includes, in part, the northerly portion of "Custom House Place", which is part of a tax map Gold Street". Title ownership of this area is by Tax Map No. 207.74-2-22, with an exception to "a right of passage" over this same area.

Zoning Table	Required - Zone C	Existing Conditions				Proposed Conditions	
		Lot 1 & Lot 2	Tax Map No. 207.74-2-23	Tax Map No. 207.74-2-21	Lot 1	T.M. Nos. 207.74-2-21, 207.74-2-23 & Lot 2	
Lot Size	5,000 sq.ft	11,161 sq.ft	2,950 sq.ft	2,389 sq.ft	5,945 sq.ft	9,521 sq.ft	
Lot Width	50' Min.	120.10' (avg)	40.33"	34.99' (avg)*	88.17' (avg)	69.56' (avg)	
Lot Depth	100' Min.	164.38' (avg)	73.16"	69.30"	98.0' (avg)	156.73' (avg)	
Front Yard Setback	N/A	N/A	N/A	N/A	N/A	N/A	
Side Yard Setback	None Required	None Required	None Required	None Required	None Required	None Required	
Rear Yard Setback	None Required	None Required	None Required	None Required	None Required	None Required	
Maximum Building Coverage	100%	53%	0%	0%	100%	0%	

* Pre-existing Non-Conforming



NOTICE

This subdivision plan is approved by the City of Plattsburgh as a Final Subdivision Plat. Building/Development permits will be issued by the City of Plattsburgh only after a copy of the Final Subdivision Plat signed by chairman/vice chairman of City of Plattsburgh Planning Board is filed in the Clinton County Clerk's Office.

Date: _____ Date: _____

Per Planning Board Resolution this Subdivision Plat is hereby certified to be in compliance therewith.

Community Development Staff: _____ Date: _____

CITY PRELIMINARY SUBDIVISION PLAT APPROVAL

Chairperson of the Planning Board: _____ Date: _____

Note: The issuance of this authorization, approval or permit does not relieve the project applicant/sponsor of any responsibility for obtaining any other approvals/permits from any other federal, state, or local agency including the US Army Corps of Engineers (USACE) which may be required.

Clinton County Treasurer
 Paid Tax Certification

Date: _____
 Tax Map Nos.: 207.74-2-22
 207.74-2-21
 207.74-2-23
 Tax Clerk: _____

area reserved for
 Clinton County Clerk's Office
 recording data

Drawing Revisions		
Date	Description	By

Drawn By: J. Gordon Drawing Date: 03/02/22

Project Drawing No. 21-114 Sheet Drawing No. 1 of 1

Dean H. Lashway, LLS, #049932

Map Showing Detailed Preliminary/Final Plan
Frontier Property Management, Inc.
Subdivision 2022
 Tax Map No. 207.74-2-22
 Brinkerhoff Street, Marion Street
 & Protection Avenue
 City of Plattsburgh
 Clinton County, New York

CITY OF PLATTSBURGH PLANNING BOARD

REVIEW AND RESOLUTION
OF
FRONTIER PROPERTY SUBDIVISION
30 BRINKERHOFF STREET

- EXHIBIT 1: FRONTIER PROPERTY SUBDIVISION PACKET
- EXHIBIT 2: FRONTEIR PROPERTY SUBDIVISION SKETCH MAP
- EXHIBIT 3: FRONTIER PROPERTY MANAGEMENT PROJECT NARRATIVE
- EXHIBIT 4: STAFF REPORT
- EXHIBIT 5: SUBDIVISION CHECKLIST
- EXHIBIT 6: SUBDIVISION DRAWINGS (COLORATION BY STAFF)
- EXHIBIT 7: DRAFT SKETCH MINOR SUBDIVISION RESOLUTION
RESOLUTION NOTIFICATION LETTER TO APPLICANT

AFFIDAVIT

TO BE COMPLETED BY OWNER OF TITLE OF THE FOLLOWING PROPERTY:

Property Address: 30 Brinkerhoff Street

City of Plattsburgh, Clinton County, New York

Tax Map Parcel(s): 207.74-2-22 Zoning District(s): C

Application: Subdivision Site Plan Special Use Permit Use Variance Area Variance

In The State of New York, County of Clinton:

That Frontier Property Management, Inc., the undersigned, being duly sworn deposes and says:

1. That he she resides at 16 Flaglar Dr, Plattsburgh in the county of Clinton and the State of New York That he/she is the owner of the within Property Address as described hereinabove and referenced in the foregoing application for approval(s) and that the statements contained therein are true to the best of his/her knowledge and belief.

2. That we hereby authorize Dean H. Lashway to act as our representative in all matters regarding the application that may come before the City of Plattsburgh Planning Zoning Board.

3. That he/she has the legal right to make or authorize the making of said application.

4. That he/she understands that the City of Plattsburgh Planning / Zoning Board intends to rely on the foregoing representation in making a determination to issue the requested applications and approvals and that under penalty of perjury he/she declares that he/she has examined this affidavit and that it is true and correct.

5. In the matter of pending application before the City Planning / Zoning Board for a subdivision/zoning approval the owner swears that the proposed use will be constructed and operated in accordance with the standards and qualifications hereinafter set forth in the Zoning Code of the City of Plattsburgh; except as set forth in the pending N/A variance application.

6. The undersigned, owner of the subject premises, further certify that the proposed use is not restricted or otherwise prohibited by or from covenants, agreements or other restrictions running with the subject lands. (Initial)

7. That he/she understands that the approval or disapproval of this subdivision / site plan/ special use permit by the Planning Board does not constitute express or implied support for any required expansion of any special (highway, sewer, water, fire or other) district.

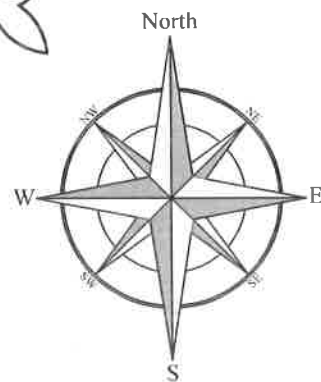
Owner Signature

Owner Signature

Sworn to before me this 25 day of January 20 22

Notary Public Signature





DHL
Dean H. Lashway, L.S., P.C.

Boundary Surveys - Residential & Commercial Subdivisions
 Topographic & Construction Surveying
 2788 Miner Farm Rd
 Altona, New York 12910
 Phone: 518-236-9333 FAX: 518-236-7025
 Email - DHLsurveying@AOL.com

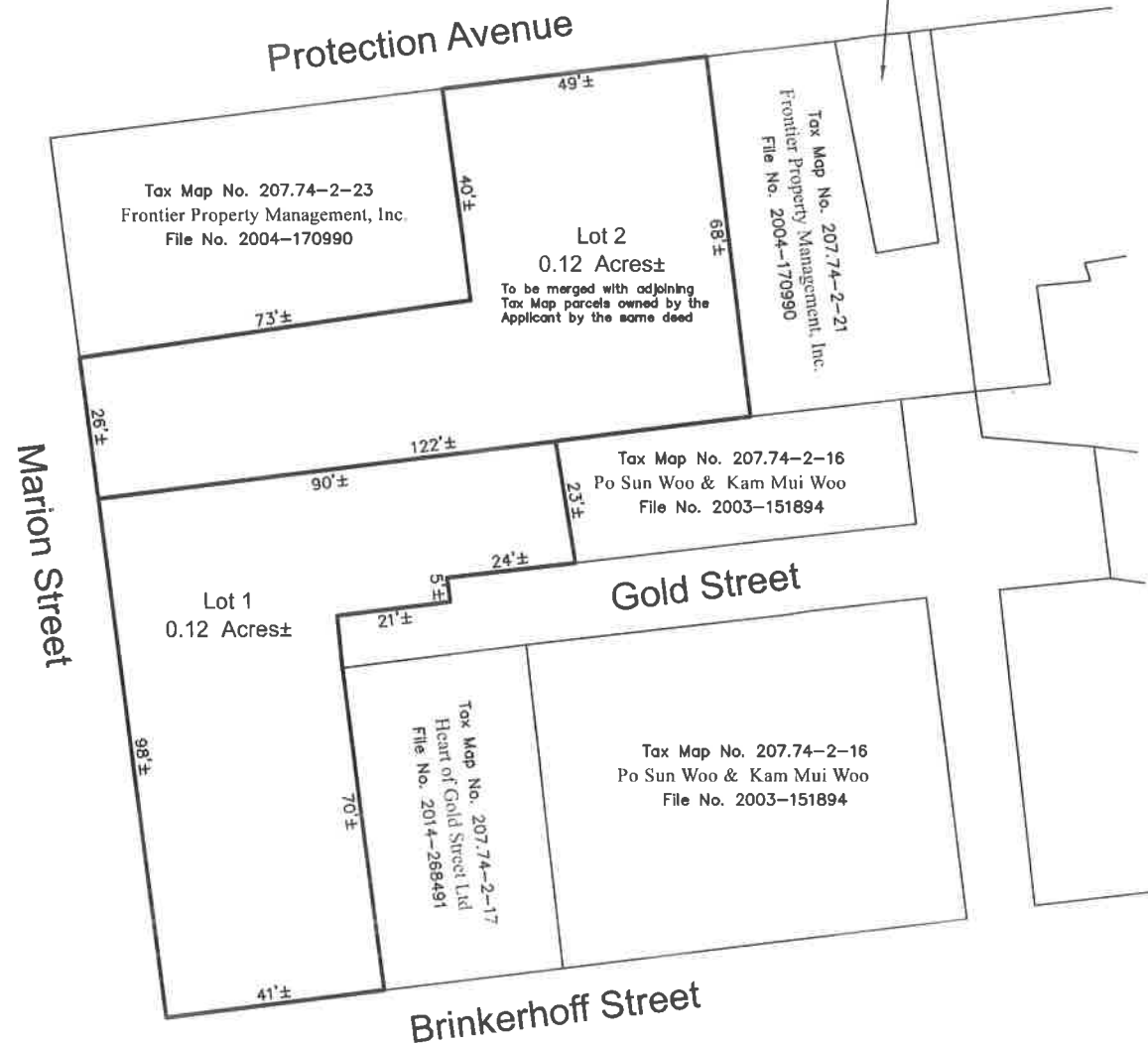


General Location Map
 nte

Tax Map No. 207.74-2-20
 City of Plattsburgh
 Deed Volume 440 Page 143

Reference Deed:

Robert Garrand
 to
 Frontier Property Management, Inc.
 File No. 2004-170990



Legend

- Iron pin set
- Iron pipe/pln found
- Computed corner
- x - Wire fence line found
- □ - Wood fence line found (type noted)
- Utility pole
- ohu - Overhead utility line
- Parcel boundary line

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5. Copyright 2022 by Dean H. Lashway, L.S., P.C.. All rights reserved.
6. The location of underground improvements or encroachments are not always known and often must be estimated. If any underground improvements or encroachments exist or are shown, the improvements or encroachments are not covered by this certificate.
7. Location of existing underground utilities or wetlands, if any, are not shown hereon.
8. Riparian rights, if any, have not been established as a result of this survey.
9. Subject to any encumbrances of record or those discoverable by inspection.

GRAPHIC SCALE



(IN FEET)
 1 inch = 20 ft.

Drawn By: J. Gordon	Drawing Date: 01/18/22
Project Drawing No. 21-114	Sheet Drawing No. 1 of 1

Dean H. Lashway, LLS, #049932

Map Showing Sketch Plan Of

Frontier
 Property Management, Inc.
 Subdivision 2022

Brinkerhoff Street, Marion Street
 & Protection Avenue
 City of Plattsburgh
 Clinton County, New York

For subdivision involving extension of public street or utilities:

A. Start of construction and duration NA

B. Will development be staged? NA If yes, explain:

None

Detail any requested exceptions to the requirements of the Subdivision Ordinance: None

Explain in detail the reason(s) for the requested subdivision:

The Applicant proposes to subdivide a parcel of land with an existing building and parking lot into two lots.

The existing building would be on one subdivision lot and the parking lot would be on the second lot, which is intended to be merged with adjoining Tax Map Parcels owned by the Applicant by the same deed.

The undersigned hereby requests approval by the Planning Board of the above identified subdivision plat:

SIGNATURE: *RW. Garrand* X

INSTRUCTIONS:

Type or print neatly only. Complete all blanks

2. Submit completed application, fee and one location map, sketch plan, survey/subdivision plat, existing and proposed conditions, details and all information as required by the Subdivision Ordinance, Article 6, "Documents to be Submitted." Also submit a completed PART I SEQR REVIEW Form (Attached). The application will be reviewed by the Engineering Department for completeness and verification that all required information is provided. After review and acceptance the application will be returned and the applicant is to submit fifteen (15) sets of the approved application and required information.

3. Submit completed applications and attachments to:

Engineering & Planning Dept
41 City Hall Place
Plattsburgh, N.Y. 12901

518)563-7730

NOTE: A sub-division review request cannot be placed on the Planning Board Agenda until the Engineering and Planning Dept. certifies the submittal is complete and contains all information as required.

Reset Form

Print Form

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Are public transportation services available at or near the site of the proposed action?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: <u>N/A</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: <u>N/A</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	<input type="checkbox"/>	<input type="checkbox"/>	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____			

Resolution No. 22-04

Motion by: James Abdallah

WHEREAS, the City Planning Board has received and reviewed a Sketch Plan Application, Sketch Plan, and supplemental materials for:

Frontier Property Management Subdivision 2022

Request for a minor subdivision of Tax Map Parcel ID # 207.74-2-22 creating an approximately .12 acre new buildable lot to be retained and an approximately .12 acre lot with existing improvements to be sold. Buildable lot to be merged with parcels 207.74-2-23 and 207.74-2-21. Located at 30 Brinkerhoff Street. Zoned C. Tax Map Parcel ID # 207.74-2-22. Area variance needed. **Applicant:** Frontier Property Management **Plan Preparer:** Dean Lashway, L.S., P.C.

MINOR SUBDIVISION SKETCH PLAN REVIEW

WHEREAS, Part 617 of the Environmental Conservation Law - "State Environmental Quality Review Act" (SEQRA), provides for the review of any "ACTION" to determine the effect of the action on the environment, along with any related administrative procedures for the implementation, authorization or approval of the action; and

WHEREAS, said Part 617 of the Environmental Conservation Law provides for an involved agency to review any action for the purpose of determining the effect of said action on the environment; and

WHEREAS, said determination of the effect of said action on the environment will be necessary to determine whether a Draft Environmental Impact Statement (DEIS) is required; and

WHEREAS, the City's Planning Board is considered an involved agency in accordance with State and Local Laws for the purpose of assessing the effect of this "Project" on the environment and whether or not said effect is significant enough to warrant the preparation of a DEIS; and

RESOLVED, that the City of Plattsburgh Planning Board after a review of the said application, sketch plan, EAF and recommended checklist items does hereby determine that the proposed project is as checked below:

- An action involving a Federal Agency - A final EIS for the action has been duly prepared under the National Environmental Policy Act of 1969 and a findings statement pursuant to NYS Environmental Law Part 617.11 will be prepared by the Town's Planning Board.
- Type I Action - a coordinated review is being conducted by the City of Plattsburgh Common Council and GEIS prepared for SEQR determination
- Type II Action - no further environmental review is necessary;
- Unlisted Action:

**Frontier Property Management, Inc. Subdivision 2022
Marion Street and Protection Avenue**

The proposed subdivision is located at the intersection of Marion Street and Protection Avenue. The parcel consists of a former Bank Building and parking lot. The proposed subdivision would consist of separating the building from the parking lot with a new lot line. The parking lot, Lot 2, would be merged with other adjoining lands of the Applicant as part of the subdivision process. There is no new building lot. The existing building that will be located on Lot No. 1, would have access to the necessary parking lot, as it has had in the past, and the designated parking stalls would be made part of any deed conveyance.



CITY OF PLATTSBURGH
PLANNING BOARD
 COMMUNITY DEVELOPMENT OFFICE

James A. Abdallah, Chairman	Abby Meuser-Herr, Alt.
Richard Perry, Member	Tom Cosgro, Alt.
Reginald Carter, Member	Shelise Marbut, Planning Asst.
Curt Gervich, Member	Barbara Brister, Sr. Clerk
Loretta Rietsema	

STAFF REPORT

Request:

The owner is Frontier Property Management. Plan Preparer is Dean Lashway, L.S. The Applicant proposes a minor subdivision of an approximately 0.24+/- acre parcel with existing improvements into two parcels, creating a new 0.12-acre lot to be merged with TMP# 207.74-2-23 and TMP# 207.74-2-21 and retaining 0.12 acres at 30 Brinkerhoff Street (TMP #207.74-2-22). The property is zoned C.

Application Analysis

1. The approximate 0.24-acre parcel is bounded on the south by Brinkerhoff Street, on the west by Marion Street, and a portion on the north by Protection Alley.
2. Existing improvements are located on the proposed "Lot 1" portion including the vacant Merchants National Bank, and former home of the North Country Cultural Center for the Arts.
3. The proposed "Lot 2" portion of the site is a paved parking lot.
4. The Jean Arthur mural is on the rear of the building facing Protection Alley.
5. The Applicant proposes to subdivide the existing structure from the parcel and merge the remaining vacant lot with two adjoining vacant lots on the east and west also owned by the Applicant.
6. The Applicant proposes to file a parking easement in the office of the Clinton County Clerk for the use of the lot by future owners of the Bank building.
7. The project is located within the boundary of the Downtown Special Assessment District.
8. The Applicant is not proposing future improvements to Lot 2 (the parking lot).
9. No additional parking demand is noted.
10. A member of the Building Inspector's office has provided verbal indication that area variances will be required for Lot 1. Note that Lot 2 would also need a variance **if there is no condition placed upon the approval for merger.**

Classification:

The project proposed subdivision of four or fewer lots. It is recommended that the Planning Board classify the project as a minor subdivision.

SEQRA:

The project has provided the Part 1 EAF as attached. No significant adverse impacts were identified for this project. It is the recommendation of the Community Development Department that the Planning Board consider, based on the information and analysis of Part 2 of the EAF that the proposed action **WILL NOT** result in any significant adverse environmental impacts and does further recommend that the Planning Board find a **NEGATIVE DETERMINATION** of significance for this project.

Staff Comments:

1. It is recommended that the planning board classify the subdivision as a minor subdivision.
2. It is recommended that the Applicant provide a zoning table.
3. It is recommended that the Applicant review and address any missing information in the attached Sketch Subdivision Checklist. The following additional information is needed:
 - a. All existing structures or significant physical features within the portion to be subdivided and within 200 feet thereof.
 - b. Contours at intervals of not more than five feet.
 - c. Utilities
 - d. Systems of drainage, sewerage, and water supply within the subdivided area.
 - e. Existing easements, covenants, and zoning lines
4. It is recommended that, in addition to the missing information identified in Staff Comment #3, the Applicant add the following information to any subdivision plat presented for Final Review:
 - a. A copy of such covenants or deed restrictions as are intended to cover all or part of the tract. Such covenants or deed restrictions shall be noted on the plat.
 - b. All private on-site sanitation and water supply facilities. A note of compliance with all State and County Departments of Health minimum specifications shall be included on the plat.
 - c. The corners of the tract shall be located on the ground and marked by monuments and shall be shown on the plat.
5. It is recommended that the Applicant seek area variances from the Zoning Board of Appeals as apply to the proposed subdivision and determined by the Building Inspector.
6. It is recommended that the planning board provide a written recommendation to the Zoning Board of Appeals regarding any identified variances in accordance with GCT §33 Paragraph 6.
7. It is recommended that the planning board condition approval of the proposed subdivision on the merger of Lot 2 with the TMP 207.74-2-23 and 207.74-2-21.
8. It is recommended that the planning board condition approval upon the filing of the proposed parking easement for Lot 1 with the County Clerk, and that the filing index number be listed as note on the Final Plat.
9. It is recommended that the planning board condition approval upon the City Chamberlain confirming that the project parcel is not delinquent any prior year tax obligation to the City.
10. It is recommended that the Planning Board condition approval of the subdivision upon the satisfaction of any review comments provided by other City Departments.

Conclusion

In light of the above, it is the recommendation of the Community Development Staff that the Planning Board accept the Sketch Plan and, upon satisfaction of the comments noted within the Application Analysis, the project may proceed to preliminary review pursuant to the aforementioned staff analysis, staff comments, department comments, and any planning board member comments or modification requests made during review by the Planning Board.

City of Plattsburgh Minor Subdivision Checklist

Yes	No	N/A	Subdivision Review Requirements
Project:			22-04: Frontier Property Management Subdivision 2022
§ 300-21 Sketch Plan.			
The sketch plan initially submitted to the Planning Board shall be based on Tax Map information or some other similarly accurate base map at a scale (preferably not less than 200 feet to the inch) to enable the entire tract to be shown on one sheet. The sketch plan shall be submitted, showing the following information:			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The location of that portion which is to be subdivided in relation to the entire tract, and the distance to the nearest existing street intersection.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All existing structures, wooded areas, streams and other significant physical features, within the portion to be subdivided and within 200 feet thereof. Contours shall also be indicated at intervals of not more than five feet.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The name of the owner and of all adjoining property owners as disclosed by the most recent municipal tax records.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Tax Map sheet, block and lot numbers, if available.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All the utilities available and all streets which are either proposed, mapped or built.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The proposed pattern of lots, including lot width and depth, street layout, recreation areas, business areas, systems of drainage, sewerage and water supply within the subdivided area.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All existing restrictions on the use of land including easements, covenants or zoning lines.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Any other data deemed pertinent by the Planning Board.
§ 300-22 Minor subdivision plat.			
In the case of minor subdivision only, the subdivision plat application shall include the following information:			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A copy of such covenants or deed restrictions as are intended to cover all or part of the tract.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed subdivision name and name of the City and county in which it is located.

Resolution No. 22-04

Motion by: James Abdallah

WHEREAS, the City Planning Board has received and reviewed a Sketch Plan Application, Sketch Plan, and supplemental materials for:

Frontier Property Management Subdivision 2022

Request for a minor subdivision of Tax Map Parcel ID # 207.74-2-22 creating an approximately .12 acre new buildable lot to be retained and an approximately .12 acre lot with existing improvements to be sold. Buildable lot to be merged with parcels 207.74-2-23 and 207.74-2-21. Located at 30 Brinkerhoff Street. Zoned C. Tax Map Parcel ID # 207.74-2-22. Area variance needed. **Applicant:** Frontier Property Management **Plan Preparer:** Dean Lashway, L.S., P.C.

MINOR SUBDIVISION SKETCH PLAN REVIEW

WHEREAS, Part 617 of the Environmental Conservation Law - "State Environmental Quality Review Act" (SEQRA), provides for the review of any "ACTION" to determine the effect of the action on the environment, along with any related administrative procedures for the implementation, authorization or approval of the action; and

WHEREAS, said Part 617 of the Environmental Conservation Law provides for an involved agency to review any action for the purpose of determining the effect of said action on the environment; and

WHEREAS, said determination of the effect of said action on the environment will be necessary to determine whether a Draft Environmental Impact Statement (DEIS) is required; and

WHEREAS, the City's Planning Board is considered an involved agency in accordance with State and Local Laws for the purpose of assessing the effect of this "Project" on the environment and whether or not said effect is significant enough to warrant the preparation of a DEIS; and

RESOLVED, that the City of Plattsburgh Planning Board after a review of the said application, sketch plan, EAF and recommended checklist items does hereby determine that the proposed project is as checked below:

- An action involving a Federal Agency - A final EIS for the action has been duly prepared under the National Environmental Policy Act of 1969 and a findings statement pursuant to NYS Environmental Law Part 617.11 will be prepared by the Town's Planning Board.
- Type I Action - a coordinated review is being conducted by the City of Plattsburgh Common Council and GEIS prepared for SEQR determination
- Type II Action - no further environmental review is necessary;
- Unlisted Action:

RESOLVED, that the City of Plattsburgh Planning Board, after a review of the said sketch plan application, sketch plan documents and recommended checklist of items submitted with related materials, does hereby:

- A. Determine this to project to be classified as a minor subdivision per Zoning Code Article II Section 300-5; and
- B. Receive and place on file the subdivision checklist and review comments of the City of Plattsburgh's subdivision application completed by the Community Development Office on February 28, 2022; and
- C. Concur and accept the findings and recommendations contained therein; and
- D. Require that the applicant have her/his licensed land surveyor and/or professional engineer submit twelve (12) paper copies and one (1) digital copy of a Detailed Preliminary Subdivision Map and Plans in accordance with the subdivision regulations and checklist items as recommended by the City Community Development Office and as shown on the checklist; and
- E. Require that the applicant submit all required permits, applications, drawings, and all other materials as indicated on said checklist; and, be it further

RESOLVED, that the said Detailed Preliminary map, plans and related materials as listed above shall be submitted to the City Planning & Community Development Department three (3) weeks prior to the Planning Board Meeting at which time the above said map, plan and related materials are to be considered.

Seconded By: Curt Gervich

Discussion & Conditions (Not Verbatim):

- 1) The application will present further mapping of buildings, utilities, right of ways as necessary to define the property.
- 2) All deed rights to the property being subdivided and merged to be defined by a draft description to the Planning Board and to be reviewed by the City Attorney.
- 3) The applicant will provide due diligence and research on all egress and access rights to any adjacent properties and/or buildings and reflect those rights on the plan.

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Roll Call:			
Jim Abdallah	X		
Rick Perry	X		
Reg Carter	X		
Curt Gervich	X		
Loretta Rietsema	X		

Carried: 5-0-0



CITY OF PLATTSBURGH
PLANNING BOARD
COMMUNITY DEVELOPMENT OFFICE

March 7, 2022

Frontier Property Management
C/O Dean H. Lashway, L.S., P.C.
16 Flaglar Drive
Plattsburgh, NY 12901

VIA EMAIL

RE: Frontier Property Management Subdivision 2022
30 Brinkerhoff Street
Sketch Plan Review Meeting

Dear Sir/Ma'am:

Transmitted herewith is a copy of Resolution No. 22-04 dated February 28, 2022 wherein the City of Plattsburgh Planning Board accepted your sketch plan and authorized you to proceed to Detailed Preliminary Plan submittal subject to complying with the conditions of said resolution and the checked items on the subdivision checklist completed by the Community Development Office and dated February 28, 2022.

It is requested that you have your licensed land surveyor and/or professional engineer submit twelve (12) paper copies and one (1) digital copy of the Detailed Preliminary map and Plan in accordance with the subdivision regulations and the items requested on said subdivision checklist, as completed by the Community Development Office dated February 28, 2022 along with all other required materials to the Community Development Office a minimum of three (3) weeks before the Planning Board meeting at which your Detailed Preliminary Plan is to be considered.

If there are any questions relative to the above, please contact the Community Development Office.

Sincerely yours,

James A. Abdallah
Chairperson of the Planning Board

Shelise Marbut
Planning Assistant

Pc:
Joe McMahon, Building Inspector