



## Planning Board Minutes

**Wednesday, December 21, 2022; 6:00 PM**  
**(Work Session at 5:30pm)**

**Common Council Chambers**  
**41 City Hall Place**  
**Plattsburgh, NY 12901**

**Optional Zoom Link for Public:** <https://zoom.us/j/98044675140>  
**Zoom Phone Number:** 1-646-558-8656  
**Zoom Meeting ID:** 980 4467 5140

### Pledge of Allegiance

**Roll Call:** James A. Abdallah (Chair), Rick Perry, Reg Carter, Abby Meuser-Herr, Tom Cosgro (Alternate)

**Staff Present:** Elisha Bartlett (Senior Planner), Shelise Marbut (Planning Assistant), Barbara Brister (Senior Clerk)

**Excused:** Curt Gervich

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### A. Monthly Project Review

#### 1. PB# 22-15,

**Project Name:** Notre Dame Des Victoires of Plattsburgh Subdivision

**Project Description:** Request to subdivide an existing 3.39-acre parcel of land with improvements into two lots with existing improvements of 2.97-acres and 0.42-acres. Located at 4919 South Catherine Street (TMP #221.11-9-20.1). The property is zoned R2.

**Applicant:** c/o Fr. Kevin McEwan, Notre Dame Des Victoires of Plattsburgh

**Plan Preparer:** Dean Lashway, L.S.

- Jim Abdallah, opened the meeting
- Elisha Bartlett presented an overview of the sketch subdivision plat
- Dean Lashway, provided additional overview of revisions in sketch plan since last meeting
  - Hatch area/Lot #2 will become Green Space
  - Of the 7 parking areas on the south side of Lot #2, two are going to be used for parking for Lot#2 and remaining 5 are being reserved by the church (not show on current sketch). Easement will be completed. Church will have "unobstructed right to Ingress/Egress".
  - Parking tabulation was added to map. Gives Lot#1, 146 spaces.
- Dean Lashway stated existing 2-Way (drive lane on north side of Lot 1) will become a 1-Way.

A 1-Way sign will be installed.

- Dean Lashway will be submitting application for variances on December 22, 2022
- Elisha Bartlett, asked the applicant whether there was 26' area between the 7 parking spaces and "the island", though this is an item for zoning review, it appears to be deficient, and may be an additional item that should be considered for variance Dean Lashway stated there is an excess of 26' there and on the north side of the Church.
- Dean Lashway stated he will submit to Planning Board on December 22, 2022, a 2<sup>nd</sup> plan that will show easement location in detail.
- Rick Perry, asked if there would be maintenance agreements between Lot #1 and Lot #2 for the easement areas. Dean Lashway stated he had not prepared maintenance agreements.
- Jim Abdallah read from the Subdivision section of the Code that the Board may require, "when it deems it necessary for the protection of public health, safety, and welfare that a minor subdivision may require all or some of the requirements specified for a major subdivision". He further stated that this (the Code) gives some flexibility in terms of where a major subdivision makes reference to zoning regulations, and that the discussion that we're having is one area that would allowed that even with the definitions of zoning approval.

- A. Motion to adopt resolution 22-11 to classify the project as a minor subdivision and approve the sketch subdivision plan on the basis of staff recommendations/conditions to apply for zoning variances and obtain approval before next meeting.

Moved By: Abby Meusser-Herr      Seconded By: Reg Carter

Discussion:

Roll Call: Jim Abdallah, Rick Perry, Reg Carter, Abby Meusser-Herr, Tom Cosgro

**ACTION TAKEN:**                      Adopted     Defeated     Withdrawn     Tabled

## B. Other Business

- A. Motion to adopt resolution 22-B to recognize the service of Reginald Carter.

Moved By: Jim Abdallah      Seconded By: Rick Perry

Discussion:

Roll Call: All in favor

**ACTION TAKEN:**    Adopted     Defeated     Withdrawn     Tabled

- B. Status Updates by Staff (if applicable)

- Elisha Bartlett – Comp Plan/LWRP Zoning updates will be going to Common Council for acceptance in January
- Staff Consultant was chosen to complete the Zoning update. Waiting for NYS CFA awards and requirement to solidify the contract. Expect contract to be completed in early January

**C. Adjournment**

James A. Abdallah, Chairperson