

## Minutes

### ST. LAWRENCE COUNTY PLANNING BOARD

7:00 p.m., Thursday, December 9, 2021  
via Zoom

#### I. Call to Order

##### a. **Roll Call and Determination of a Quorum**

Chair Murray called the meeting to order at 7:00 pm. Casserly did a roll call for attendance; a quorum was present (12/15).

	NAME	ABSENT	PRESENT
1.	Eric Alan (Secretary)		X
2.	Ken Bellor		X
3.	Kim Bisonette		X
4.	Joanne Cameron		X
5.	Don Chambers		X
6.	Priscilla Darling	X	
7.	Daniel Fay		X
8.	Mark Gazin	X	
9.	Andy Gilbert		X
10.	Dan Huntley		X
11.	Brian Murray (Chair)		X
12.	Kitty O'Neil (Vice Chair)		X
13.	Julia Rose		X
14.	Cherrie Shatraw		X
15.	Vacant Seat		
			12/15
	<b>Staff:</b>		
	Dakota Casserly		X
	Jason Pfothauer		X
	<b>Guest: None</b>		

##### b. **Adoption of the Agenda**

- i Pfothauer would like to discuss Correspondence earlier in the meeting, before the full review.
- ii Fay said he will have to leave the meeting around 7:45 pm.
- iii The agenda was unanimously adopted (O'Neil/Shatraw).

##### c. **Approval of the November 9, 2021 Meeting Minutes**

- i The minutes were unanimously adopted (Alan/O'Neil).

#### II. Public Forum: None

### III. Project Reviews

- a. Referrals Returned Pursuant to MOU - RFLA (Return for Local Action)  
Pfothenhauer presented a list of 11 projects.
  - i Lawrence (T): Subdivision (2)
  - ii Macomb (T): Subdivision
  - iii Massena (T): Site plan, Electronic data processing building (this project will be revisited in or after February)
  - iv Morristown (T): Site plan approval (3), Area variance, Special use permit (2)
  - v Potsdam (V): Sign permit

#### \*Correspondence (from **V. Other Items**)

- i. Pfothenhauer talked about a resolution that was drafted to honor Mark Gazin's contributions to the Planning Board over the last 32 years. The Board voted unanimously to approve the resolution (O'Neil/Gilbert).
- ii. Pfothenhauer shared a letter honoring Joanne Cameron's service to the County Planning Board.
- iii. Pfothenhauer shared a letter honoring Brian Murray's service to the County Planning Board.
- iv. Several members of the Planning Board expressed their condolences to Mark Gazin and his family, and "thank you" to Cameron and Murray for their service.

#### b. Full Reviews:

- i. Potsdam (V): Special Use Permit, Site Plan, and Sign Permit, Stewart's Shops Inc., 124 Market St  
Casserly gave the review

"The project includes the purchase and consolidation of three (3) parcels located at 120, 124 and 130 Market Street which include the North Country Oil Change, the Foxy Roxy Diner and a single-story dwelling. The consolidated parcels will total 0.74+/- acres. The existing subject parcels are located at the northeast corner of Grove Street and Market Street and include an 1,899+/- sq. ft. auto service station, a 906+/- sq. ft. fuel canopy, underground fuel tanks with concrete mats, an 1,153+/- sq. ft. diner, a 1,903+/- sq. ft. dwelling, an above ground pool, miscellaneous decks, ramps, concrete pads, walkways and asphalt and gravel driveways and parking areas. The site is bordered to the north by Dunkin Donuts, to the west by Market Street, to the east by wooded residential lands and to the south by Grove Street."

Redevelopment: “The project includes the demolition of the existing auto service shop, fuel canopy, pumps islands, diner, dwelling, parking areas and driveways to incorporate the construction of a new 3,975 sq. ft. convenience store, three (3) fuel island canopy and associated new parking lot and access drives. Proposed features include new landscaping, lighting, paved parking, access drives, sidewalks, trash enclosure, utilities and stormwater management improvements.

Discussion:

- Gilbert asked about the sale of the Foxy Roxy parcel. Casserly replied that Stewart’s was approved to apply for the project on behalf of the landowners while the sale is in process.
- Gilbert talked about the northern most driveway access being too close to the Dunkin Donuts parcel and potentially being blocked when traffic is backed up. Also, the best option from the site back to Market St. is via the light on Grove St.
- Pfothauer asked about the traffic study submitted by the applicant and he noted the increase in traffic was negligible. Casserly confirmed and added that the LOS (Level of Service) grade would decrease from high B to low B. Chambers added that a C grade in the North Country is not good.
- Huntley expressed that Stewart’s is known to present solid projects and if there were significant concerns, they would address them.
- O’Neil asked about the changes around the hospital. Gilbert responded that a section of Cottage St. will close and could push more traffic to Grove St. Bisonette added that the Grove St./Market St. traffic light is the best option to access Market St. Huntley felt that the proposed design is not that different from their store in Canton and does not present significant traffic issues.
- Huntley asked about the 25’ buffer that is required when a business use abuts a residential use. Casserly replied that this “open landscaped area” will require an area variance and it should be located on the project parcel. Pfothauer confirmed.
- Chambers asked about the lot to the north of the project and its driveway is between Dunkin Donuts and the proposed Stewart’s, and this could present future traffic issues.
- Gilbert asked about the northern parcel boundary and how the grading will impact it. O’Neil confirmed that the adjacent parcel includes the driveway. Chambers said that a retaining wall is planned part-way along the parcel boundary and the remaining area will be sloped.

- Gilbert asked if the grading and retaining wall are allowed up to the parcel line edge.
- Gilbert asked about snow storage. Casserly replied that it is not included in the site plan and he will include this in non-binding recommendations.
- The truck circulation plan was discussed and the Board had concerns that trucks would exit onto Grove St. and not Market St. as planned.
- Gilbert said he was ok with current width of site's southern access because it would help trucks exiting the site to make the light on Grove St. O'Neil was concerned if there was enough room and the potential for blocking of ambulances on Grove St.
- The Board discussed the 300' buffer between the proposed use and residences. Huntley and Gilbert talked about the buffer and how it's applicable north along SH 56. Pfothenauer said that an area variance is needed because of the new use.
- Huntley asked if the 300' buffer would stop the project. Casserly replied, probably not. Pfothenauer added that the buffer distance seemed large; 150' would be more reasonable.
- Cameron added that working with Stewart's in Louisville has been a very good experience.
- Gilbert added that the site is one of the best in the Village for traffic.
- O'Neil and Gilbert clarified additional pedestrian striping needs from Grove St access.
- O'Neil had concerns on several components: ambulance traffic on Grove St., trucks entering and exiting, Dunkin Donuts traffic backups, and additional traffic lights.
- Bisonette and Gilbert reiterated the traffic issues on Market St.
- Alan shared his experience with driving an ambulance near the site and using alternate routes due to Market St. traffic.
- Pfothenauer talked about how the Village needs to address the traffic backups with the Dunkin property owner. O'Neil clarified that it is the drive through traffic.
- Bisonette asked if traffic lights could be programmed to help Emergency vehicles. Chambers thinks that the state would work with those parties if needed.
- Casserly talked about a change in site design to move the building towards the southwest corner of the lot to accommodate pedestrians and remove front yard parking. Huntley, Gilbert, and Bisonette felt like the planned design is good for the site.

- ii. The Board voted unanimously to approve the project with conditions and non-binding recommendations (Huntly/O'Neil).

#### **IV. Reports**

##### **a. Executive Committee**

- i. O'Neil said the Stewart's project and agenda were discussed.

##### **b. Board of Legislators**

- i. None

##### **c. Highway Department**

- i. Chambers talked about the following:
  - 1. Jones Road bridges are almost complete;
  - 2. New outposts: partial occupation in Russell soon, Lisbon, in by January 1<sup>st</sup>, and Potsdam is in the planning stage; and
  - 3. Planning for next year's work.
- ii. Murray highlighted the press that the Jones Road project has received.
- iii. Alan asked about the status of bridge in Degrasse. Chamber said it is open.
- iv. O'Neil asked about outpost operations. Chambers replied that wintertime plowing from the outposts will reduce plowing runs in Canton from many to one.

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

- i. Pfothauer talked about Rich Road Solar (Town of Canton), 94c process, and Northside Energy Center (Towns of Massena, Brasher, and Norfolk). Before permits are approved a siting board needs to be formed with two local members. County Planning Board will not directly review these larger projects. Gilbert asked about the wetlands issue and why the area calculations differ between the developer and the DEC. Pfothauer replied that the classifications differ and the developer and DEC are interpreting them differently. Huntley said that a wetland with this type of solar project will still be a wetland. Pfothauer and O'Neil replied that installation can disturb wetlands and habitat.

##### **e. Staff Report**

- i. Pfothauer thanked Staff for the full review. Also, he talked about the County broadband project(s) that Staff are assisting with. Lisa Bartalo, Planning Office admin, is out for medical reasons and she will return in early 2022. Staff continues with mapping covid cases and, EMC work on addressing milfoil and other invasives in Black Lake.

**V. Other Items**

**b. Correspondence**

- i. Discussed above and project review letters from County municipalities.

**c. Training and Training hours**

- i. When Lisa Bartalo returns, she will update Board members.

**d. Election of Officers**

- i. Chair: Kitty O’Neil, Vice-chair: Eric Alan, Secretary: Julia Rose.
- ii. The Board voted unanimously to approve the slate of officers (Gilbert/Huntley).

**e. Draft - 2022 Work Program**

- i. The Board voted unanimously to approve the work program (Chambers/Gilbert).

**f. Board Member Recruitment**

- i. Pfothenhauer and Casserly talked about upcoming resignations and replacement plans.
  - i Gilbert asked if a quorum was half of existing or full membership. Pfothenhauer replied that it is full membership (8/16). He also shared that the January meeting will be via Zoom and we will update the Board on future meeting logistics.

**g. Next meeting dates**

- i. Executive Committee: ~~Tuesday, December 28<sup>th</sup> at 4:15 pm~~
  - i Changed to Thursday, January 6<sup>th</sup> at 4:15 pm.
- ii. Planning Board: Thursday, January 13<sup>th</sup> at 7:00 pm

**VI. Adjourn**

- a. Pfothenhauer extended further appreciation to Cameron and Murray for their service on the Planning Board.
- b. The meeting adjourned at 9:13 pm (O’Neil/Gilbert).
- c. Murray thanked everyone for their service and shared holiday wishes.

Respectfully Submitted,



Eric Alan, Secretary

Minutes prepared by Dakota Casserly

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