

ST. LAWRENCE COUNTY PLANNING BOARD
DRAFT MEETING MINUTES

November 14, 2019

Public Safety Complex, 2nd Floor Conference Room, 49 ½ Court Street, Canton, NY

I. Call to Order

- a. Roll Call and Determination of Quorum.** K. Bellor called the meeting to order at 7:01 pm. A quorum was present.

Members Present: K. Bellor, K. Bisonette, J. Cameron, W. Davis, D. Duff, D. Fay, M. Gazin, M. McCluskey, B. Murray and K. O’Neil. **Members Absent:** E. Alan, D. Chambers, R. Hotte and D. Mullaney. **Staff Present:** M. Larson and J. Pfothenhauer.

Bellor welcomed guest presenter Katie Buck to tonight’s meeting.

- b. Adoption of the Agenda.** Pfothenhauer said two projects would be discussed as projects to return for local action. The modified agenda was unanimously adopted (Duff/O’Neil).
- c. Approval of the Meeting Minutes.** The October 10, 2019 minutes were unanimously approved (McCluskey/Duff).

II. Public Forum

None.

III. Land Use Training Session

Larson introduced Buck as the guest presenter for tonight’s training. Buck explained her internship with the County Planning Office last summer was to collect and analyze the qualitative impacts of the County’s Direct Homeownership Assistance Program from program participants. Buck explained the North Country Housing Council administers the County’s first time homebuyer program and home repair programs with grant funds that are secured by the County Planning Office. Buck said she updated the contact information of program participants from the last five years and prepared a survey instrument using Google forms. Buck said 10 participants completed the survey online, and she contacted an additional 19 participants to complete the survey by phone, and achieved a survey response rate of 29. Buck reviewed the survey responses through a PowerPoint presentation.

Duff asked Buck if she would have done anything different to complete the survey. Buck said she would have purchased a Whitepages.com subscription to obtain participant phone numbers and complete surveys by phone to achieve a higher participation rate. Buck also said she would apply her current econometrics coursework to analyze the survey results. Bellor asked if she

presented her results elsewhere other than to the Planning Board. She said not yet, and said she would like to discuss the project with her econometrics professor at St. Lawrence University. Bisonette said first time homebuyers are eligible to receive an exemption on their property tax so long as the taxing jurisdiction has opted in. He asked if the County has opted in. Both Larson and Pfothenauer said they did not know. Buck's presentation concluded at 7:40 pm, and *members present received a half-hour of training to satisfy their annual four-hour training requirement.*

IV. Project Reviews

a. Projects Returned for Local Action.

Pfothenauer said so long as the Board concurred, the following projects would be added to the November MOU Addendum.

- i. Massena (V): Site Plan Review for Spaulding Pool & Ship It in the Commercial Auto Related (CAR) District at 428 South Main Street. Pfothenauer described the property's location and proposed business. The Board unanimously concurred with the staff recommendation to return the project for local action.
- ii. Massena (T): Site Plan Review for a Diner in the Neighborhood-Commercial (NC) District at 22 Highland Road. Pfothenauer described the property's location and proposal which included an addition that would encroach onto adjacent property. Pfothenauer said the applicant will need to either relocate the proposed addition, or acquire enough land to accommodate the addition and satisfy local setback requirements. Bisonette suggested the applicant file a survey as a part of the project to accurately depict the parcel's property lines. The Board unanimously concurred with the staff recommendation to return the project for local action with comments.

b. Full Reviews.

None

IV. Reports

- a. **Executive Committee.** Bellor said the Executive Committee met on October 31st to set tonight's meeting agenda.
- b. **Board of Legislators.** Fay said the biggest issue facing the County at the moment is ongoing discussion with the City of Ogdensburg regarding the distribution of sales tax revenue.
- c. **Highway Department.** None. Murray said the Brouse Bridge replacement project is complete.

d. **County Roundtable.** None.

e. **Staff Report.** Pfothenhauer said the Office is rolling out the lead based paint hazard abatement program. Larson said the County's Mobility Manager will be meeting with Star Lake residents to discuss how the County's bus system can be used to help residents access a grocery store as the Great American in Star Lake announced it will close at the end of the month.

V. Other Items

a. **2020 Work Program.** Members of the Board concurred with Pfothenhauer that a draft Work Program can be presented to the Board for adoption at the December meeting.

b. **Nominating Committee.** Pfothenhauer said he contacted the following Board members who agreed to serve as officers: Murray as Chair, O'Neil as Vice-Chair, and Alan as Secretary. Bellor said he would also accept nominations from the floor; there were none. The Board unanimously voted Murray, O'Neil and Alan as the next slate of officers of the County Planning Board. Pfothenhauer said their terms would be effective starting January 1, 2020.


c. **Announcements.** Pfothenhauer said the St. Lawrence Health Initiative is sponsoring a day-long Complete Streets workshop on November 19th at Clarkson University, and St. Lawrence University will be holding its annual North Country Symposium on November 18th from 8:30 am to 4:00 pm.

d. **Next Meeting Dates.** The Executive Committee is scheduled to meet on Tuesday, November 26th at 4:15 pm in the Planning Office. The Planning Board will meet on December 12th at 7:00 pm in the 2nd floor conference room of the County Public Safety Complex, located at 49 ½ Court Street in Canton.

VI. Adjourn

The meeting adjourned by consensus at 8:20 pm.

Respectfully Submitted,


Brian Murray, Vice-Chair

Minutes prepared by M. Larson