

ST. LAWRENCE COUNTY PLANNING BOARD MINUTES

7:00 p.m., Thursday, November 14th 2024
 In person, HSC Conference Room, Canton / on Zoom

I. Call to Order

- a. **Roll Call and Determination of a Quorum.** J. Rose called the meeting to order at 7:02 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 Pfothenhauer		X
3.	Don Chambers		X		Preston Santimaw		X
4.	Priscilla Darling	X			Guests:		
5.	Daniel Fay		X		Bob Beckstead		X (on zoom)
6.	Margaret Finen	X					
7.	Laura Foster	X					
8.	Ed Fuhr		X				
9.	Andy Gilbert (Secretary)	X					
10.	Dan Huntley	X					
11.	Margaret Mauch		X				
12.	Robin McClellan		X				
13.	Kitty O’Neil (Chair)	X					
14.	Julia Rose (Vice-Chair)		X				
15.	Cherie Shatraw		X				
	Total		9/15				

- b. **Adoption of the Agenda.** Rose asked if there were changes to the agenda. Pfothenhauer asked if the board wanted to move the full review before the training due to public presence. The modified agenda was unanimously adopted (Shatraw/Fuhr).

- c. **Adoption of the October 10th Meeting Minutes.**

The minutes were unanimously adopted (Shatraw/McClellan).

II. Public Forum

None.

III. Project Reviews

- a. **Referrals Returned Pursuant to MOU.** Pfothenhauer highlighted details for projects listed in the MOU list. There were no questions.

- b. **Full Reviews.**

Massena (V) – Site Plan Review for a Stewart’s Shop on the corner of N Main Street and Maple Street and Area Variances for setbacks at this location:
Pfortenhauer presented the full review. Board members and staff discussed:

- McClellan: Are there any EV chargers proposed at this location?
- Pfortenhauer: There are none proposed on the site plan.
- Rose: What is the benefit of not having the extra parking spots?
- Pfortenhauer: Extra snow storage and landscaping area.
- Rose: Is this full review just for the site plan review or for the area variances as well?
- Pfortenhauer: We can review them simultaneously and vote on them together.
- Rose: Do the area variances pass the legal tests?
- Pfortenhauer: They could pass some of them, however area variances differ from use variances in that they are not required to meet all legal tests.
- Chambers: Will the NYS DOT need to allow the variance for the highway right-of-way.
- Pfortenhauer: No, the setbacks are for the lot, not the right-of-way.
- Bisonette: The board should add a non-binding recommendation for the Village of Massena to combine the three lots into one.

The board voted to approve the project with the Staff-suggested conditions, non-binding recommendations, and the additional non-binding recommendation (McClellan/Bellor).

IV. Board Training – Running Local Planning and Zoning Meetings

Santimaw presented the training to the board. Board members and staff discussed:

- a. Municipal obligations vs. acceptable practices
- b. Establishing ground rules for meetings; possible rules for the board and the public
- c. Duties of the chairperson
- d. Proper decision-making procedure
- e. Making a formal motion
- f. Best practices for the meeting order of business

Board members in attendance received 30 minutes toward their 4 hours of mandatory annual training from the presentation and subsequent discussion.

V. Reports

- a. **Executive Committee.** Pfortenhauer reported that the Executive Committee met to discuss who would run the meeting in the absence of the board’s chair, Kitty O’Neil, and items on the MOU List.
- b. **Board of Legislators.** Due to Fay’s absence from the most recent BOL meeting, there was no report.

- c. **Highway Department.** Chambers reported:
 - Emergency protective measures from the two summer flooding events are now complete; almost all roads are back open.
 - Four out of five bridges are now open; one more is making progress and will open in the coming weeks.
 - The Highway Department completed 84 miles of paving in 2024.

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

None.

- e. **Staff Report.** Pfothenhauer reported:
 - The Village of Heuvelton officially adopted its Comprehensive Plan on 11/13.
 - The Town of Macomb is interested in contracting with the Planning Office to develop zoning laws; staff plan to meet with the Town in January.
 - Staff have been involved in a brownfield application to the EPA to remediate brownfields in the area.
 - Staff have received money to allocate to the SLC Snowmobile Association for trail maintenance.
 - Staff have been involved in a micro transit initiative; a decision will be made in February.
 - The BOL allocated \$3 million to local municipalities for water, sewer, and broadband improvements. More than \$2 million of that money has been spent to date, and the rest will mostly be spent by the end of the year.

VI. Other Items

- a. **Correspondence.**
 - Staff have been involved in a dispute in the Town of Louisville regarding an auto body shop and its neighbor. The neighbor wants the auto body shop owner to put signs to prevent confusion with the entrance. Staff suggested to put an arrow on the sign to point to the auto body shop's entrance.

- b. **Slate of Officers 2025.**

The Vice-Chair and Secretary positions, currently held by Julia Rose and Andy Gilbert, respectively, are up for a vote in December 2024. Rose and Gilbert are currently in the second year of their first terms, and are eligible for reelection.

- c. **Announcements.**
 - Rose offered condolences on behalf of the entire board to Dan Fay in light of the passing of his wife, Linda Fay.
 - Pfothenhauer stated that there will be a training session on December 3rd put on by Planning Office staff.

- d. **Next meeting dates.**

- i. Executive Committee: **Tuesday**, November 26th, 2024 at 4:00 pm.
- ii. Planning Board: Thursday, December 12th 2024 at 7:00 pm in the Second Floor Conference Room located in the HSC building, 80 State Highway 310, Canton NY.

VII. Adjourn

- a. The meeting adjourned at 8:15 pm (Fay/Shatraw).

Respectfully Submitted,

A handwritten signature in cursive script that reads "Julia R. Rose". The signature is written in black ink on a white background.

Julia Rose, Vice Chair

Minutes prepared by P. Santimaw