

Town/Village of Lowville Planning Board
Regular Meeting
Wednesday, April 22, 2020
7:00 P.M.

RECEIVED
APR 22 2020

BY:

The meeting was called to order by Chairperson Dan O'Brien at 7:03 p.m.

Dan read the following statement regarding access to the meeting which has appeared in full on the Town website and included in the public hearing notice posted in the newspaper as well as included on the agenda which what submitted to LinkingLewisCounty.com. "Due to the COVID-19 pandemic, neither the public nor applicants will be able to attend this meeting in person and attendance by members of the Planning Board will be limited. Access to remotely attend the meeting may be obtained by utilizing Zoom."

1. The Town/Village of Lowville Planning Board met on this date and a roll call of attendance showed the following members present either in person or via Zoom:
Suzanne Peters Daniel O'Brien Jeff Sauter Rebecca Kelly
Henry Avallone Lisa Hetzner, Alt

Absent: Donald Cooke, Alt.

Others present: Steve Olmstead, Applicant Representative; Nathan Hunter, Applicant Representative; Mickey Dietrich, Tug Hill Commission/RACOG; Kathy Manning, Administrative Assistant/Town Zoning Officer

2. Reading and Approval of Minutes
February 26, 2020
A MOTION was made by Rebecca to approve the minutes as written. The motion was seconded by Henry. All members in favor. Motion carried.

3. Communications and reports.
None

Due to Steve Olmstead, applicant representative, for two (2) new business applications being present and no representation for the public hearing currently attending, Application SD2020-1 was moved ahead of the public hearing for PHZ Architects.

4. New Business:
 - a. **Application SD2020-1**, submitted by **Olmstead Consulting on behalf of Dairy Health & Management**, requesting minor subdivision approval in accordance with Town of Lowville, Chapter 240 in a CB-R Zone. The parcel is owned by Dairy Health & Management, located at 6014 Number Four Road, Town of Lowville New York, tax parcel number 213.00-01-29.100.

The applicant has requested a waiver of the public hearing in accordance with §240-11.

There was general discussion regarding the location of the parcel and the checklist used by the office which indicates that the sign information will come at a later date.

The SEQR short form was reviewed and completed by the board. A MOTION was made by Suzanne to deem Application SD2020-1 an unlisted action in accordance with NYCRR Part 617 and issue a negative declaration for environmental significance. The motion was seconded by Henry. All members in favor. Motion carried.

There was general discussion if this application met the criteria to waive the public hearing in accordance with §240-11. All members agreed it meets the criteria and the public hearing will be waived.

A MOTION was made by Suzanne to deem Application SD2020-1 complete and waive the public hearing in accordance with Town of Lowville 240-11. The motion was seconded by Rebecca. All members in favor. Motion carried.

A MOTION was made to approve Resolution SD2020-1, submitted by **Olmstead Consulting on behalf of Dairy Health & Management**, requesting minor subdivision approval in accordance with Town of Lowville, Chapter 240 in a CB-R Zone. The parcel is owned by Dairy Health & Management, located at 6014 Number Four Road, Town of Lowville New York, tax parcel number 213.00-01-29.100. The motion was seconded by Suzanne. All members in favor. Motion carried. A copy of the resolution is included with these minutes and in the original file.

5. Unfinished Business:

It was determined that Nathan Hunter, CFO on behalf of Northern Credit Union had joined the meeting, thus the board would proceed with the public hearing.

a. The public hearing is for **Application SPA2020-1**, submitted by **PHZ Architects, PLLC on behalf of Northern Credit Union**, requesting site plan review to allow the expansion of a retail business in accordance with Town of Lowville, Chapter 250, Article X, Site Plan Review in an I-3 Zone. The parcel is owned by Northern Credit Union, located at 5801 Number Four Road, Town of Lowville, New York, tax parcel number 213.00-01-39.140.

There was discussion regarding the submittal to the County Planning Department. Kathy indicated the county did not feel they needed to review the application as it had been previously reviewed and approved.

The public hearing was opened at 7:23 p.m. The board completed all applicable Site Plan Review checklist items beginning on Page 4, Site Plan Review Standards through completion on page 9.

The public hearing was closed at 7:28 p.m.

A MOTION was made by Rebecca to approve Resolution SPA2020-1, submitted by **PHZ Architects, PLLC on behalf of Northern Credit Union**, requesting site plan review to allow the expansion of a retail business in accordance with Town of Lowville, Chapter 250, Article X, Site Plan Review in an I-3 Zone. The parcel is owned by Northern Credit Union, located at 5801 Number Four Road, Town of Lowville, New York, tax parcel number 213.00-01-39.140. The motion was seconded by Jeff. All members in favor. Motion carried. A copy of the resolution is included with these minutes and in the original file.

The board then returned to New Business, Item B.

6. New Business:

b. **Application SPA2020-2**, submitted by **Olmstead Consulting on behalf of Journey Physical Therapy**, requesting site plan review to allow construction of a 2,128 square foot, two-story structure to accommodate a retail business in accordance with Town of Lowville, Chapter 250, Article X, Site Plan Review in a CB-R Zone. The parcel is currently owned by Dairy Health & Management, located at 6014 Number Four Road, Town of Lowville New York, tax parcel number 213.00-01-29.100.

It will be necessary for this application to be forwarded to the County Planning Board in accordance with General Municipal Law 239-m.

There was general discussion regarding the location of the building, parking and other requirements.

The board reviewed items A through Y of the application submittal requirements. It was determined Items J, O, R, T and Q were lacking.

The SEQR short form was reviewed and completed by the board. A MOTION was made by Suzanne to deem Application SPA2020-2 an unlisted action in accordance with NYCRR Part 617 and issue a negative declaration for environmental significance. The motion was seconded by Henry. All members in favor. Motion carried.

The board determined they would begin the completion of the Site Plan Review form in case there are additional items to be submitted by the applicant. It was determined items 6, 7, 8, 9, 11, 12 were incomplete or lacking with the submittal.

There was discussion among the board members that the items will need to be supplied before they can determine the application complete. Mr. Olmstead indicated he would submit the information and contact the owner to obtain other necessary information prior to the May meeting. There was discussion if the information could be approved prior to the May meeting to which the board indicated they will need to approve the submittal.

7. Adjournment

A MOTION was made by Jeff to adjourn the meeting. The motion was seconded by Suzanne. All members in favor. Motion carried. The meeting adjourned at 8:08 p.m.

Submitted by,



Katharine B. Manning
April 23, 2020

Note: These minutes have been transcribed from a recording. The minutes are not a verbatim or quoted version; they are rather a documentation of the meeting with motions and resolutions included.

COPY

RESOLUTION Number SD2020-1

At a Regular Meeting on April 22, 2020, the Town/Village of Lowville held/waived a public hearing in reference to the following application at the Town Offices, 5533 Bostwick Street, Lowville, New York

The public hearing was opened on waived ~~May 27, 2020~~ at _____ and closed at _____

A **MOTION** was made by Jeff Sauter to Approve ~~Disapprove/Approve~~ **with conditions** Application SD2020-1.

BE IT RESOLVED, the Town/Village of Lowville Planning **Application SD2020-1**, submitted by **Olmstead Consulting on behalf of Dairy Health & Management**, requesting minor subdivision approval in accordance with Town of Lowville, Chapter 240 in a CB-R Zone. The parcel is owned by Dairy Health & Management, located at 6014 Number Four Road, Town of Lowville New York, tax parcel number 213.00-01-29.100.

Conditions are as follows:

1. _____
2. _____

Further, the Town/Village of Lowville Planning Board has reviewed all items in accordance with zoning and general municipal requirements. These requirements are reflected in the minutes of the April 22, 2020 planning board meeting. A public hearing was held waived on April 22, 2020, the application was deemed complete on April 22, 2020 in accordance with general municipal law.

The motion was seconded by Suzanne Peters. A roll call vote showed the following:

<u>Suzanne Peters</u> <u>(Y)</u> N R A	<u>Daniel O'Brien</u> <u>(Y)</u> N R A
<u>Henry Avallone</u> <u>(Y)</u> N R A	<u>Rebecca Kelly</u> <u>(Y)</u> N R A
<u>Jeffrey Sauter</u> <u>(Y)</u> N R A	<u>Alt. Donald Cooke</u> Y N R A
	<u>Alt. Lisa Hetzner</u> Y N R A

Motion Carried.

Dions
Signature of Planning Board Chair

Y – Yea N – Nay R – Recusal Absent - A

COPY

At a Regular Meeting on February 26, 2020, the Town/Village of Lowville held a public hearing in reference to the following application at the Town Offices, 5533 Bostwick Street, Lowville, New York

The public hearing was opened on April 22 ~~March 25~~, 2020 at 7:23pm and closed at 7:28pm

A **MOTION** was made by Rebecca Kelly to Approve/Disapprove/Approve with conditions Application SPA2020-1.

BE IT RESOLVED, the Town/Village of Lowville Planning Board Approves/Disapproves/Approves with the following conditions Application SPA2020-1, submitted by **PHZ Architects, PLLC on behalf of Northern Credit Union**, requesting site plan review to allow the expansion of a retail business in accordance with Town of Lowville, Chapter 250, Article X, Site Plan Review in an I-3 Zone. The parcel is owned by Northern Credit Union, located at 5801 Number Four Road, Town of Lowville, New York, tax parcel number 213.00-01-39.140. In accordance with General Municipal Law, 239-m, this application was forwarded to the Lewis County Planning Department for their recommendation. A copy of their recommendation is included with the original record.

Conditions are as follows:

1. _____
2. _____

Further, the Town/Village of Lowville Planning Board has reviewed all items in accordance with zoning and general municipal requirements. These requirements are reflected in the minutes of the February 26, 2020 ~~March 25, 2020~~ April 22, 2020 planning board meeting. A public hearing was held on February 26, 2020 in accordance with general municipal law.

The motion was seconded by Jeff Sauter. A roll call vote showed the following:

Suzanne Peters	<input checked="" type="radio"/>	N	R	A	Daniel O'Brien	<input checked="" type="radio"/>	N	R	A
Henry Avallone	<input checked="" type="radio"/>	N	R	A	Rebecca Kelly	<input checked="" type="radio"/>	N	R	A
Jeffrey Sauter	<input checked="" type="radio"/>	N	R	A	Alt. Donald Cooke	Y	N	R	A
					Alt. Lisa Hetzner	Y	N	R	A

Motion Carried.

[Signature]
Signature of Planning Board Chair

