

**Town/Village of Lowville Planning Board**  
**Regular Meeting**  
**Wednesday, May 22, 2019**  
**7:00 P.M.**

RECEIVED  
MAY 23 2019

BY: .....

The meeting was called to order by Chairperson Dan O'Brien at 7:12 p.m.

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

**Others present:** Kathy Manning, Administrative Assistant/Town Zoning Officer

2. Reading and Approval of Minutes  
April 24, 2019  
A MOTION was made by Rebecca to approve the minutes as written. The motion was seconded by Suzanne. All members present in favor. Motion carried.
3. Communications and reports.  
Dan commented that he had received an e-mail from the County Planning Department regarding training opportunities scheduled for 2019. Kathy commented that she believed the County was canvassing for potential topics.
4. Unfinished Business
  - a. The public hearing is for **Application SPA2019-2**, submitted by **Keystone Novelties**, requesting site plan review to allow installation of a temporary tent (201-1315), in accordance with Village of Lowville Law, Chapter 201, Article IX, Site Plan Review, in an AC Zone. The parcel is owned by Lowville Producers Dairy Co-Op, located at 7396 Utica Blvd, Town of Lowville, New York, tax parcel number 212.16-01-27.100.

Kathy supplied the board with a copy of the recommendation from the County Planning Department. There was discussion regarding the Village amending their law to allow the Zoning Official(s) to approve this type of project without Planning Board review. There was discussion that this is a temporary use. It is the belief of the board that most items indicated on the site plan are not pertinent to this type of use and are considered not applicable. There was discussion regarding the super majority vote necessary by this board regarding the recommendations.

Kathy supplied the board with a letter received from Ward John Dailey, Sr. Code Official for the County regarding his determination for site plan review. Suzanne read the letter to the board. Kathy indicated this letter was precipitated by her contacting Mr. Dailey regarding the square footage of the tent versus the Village Law. There was discussion that the Village could more closely follow the Town law regarding temporary zoning permits which allows the zoning officer to issue temporary permits of this type without Planning Board review.

The public hearing was opened at 7:14 p.m.

The board completed the Site Plan Review form. There was discussion regarding the Zoning Officials' duty to ensure the signs are in compliance with the law and are what has been submitted by the applicant. Kathy indicated she believed the county would be responsible for ensuring the signs were in compliance with the law at all times.

The public hearing was closed at 7:18 p.m.

A MOTION was made by Suzanne to approve Resolution SPA2019-2 with conditions to include the tent will be allowed to be erected from June 21, 2019 until July 9, 2019. The motion was seconded by Henry. A copy of the County referral in accordance with General Municipal Law 239-m as well as a copy of the letter from Ward John Dailey is included with the original record. A roll call vote, by super majority, indicated all members present in favor. Motion carried. A copy of the resolution is included with these minutes.

5. New Business:  
None

6. Adjournment  
A MOTION was made by Rebecca to adjourn the meeting. The motion was seconded by Lisa. All members present in favor. Motion carried. The meeting adjourned at 7:23 p.m.

Submitted by,



Katharine B. Manning  
May 23, 2019

***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

At a Regular Meeting on April 24, 2019, 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 May 22, 2019 at 7:14 pm and closed at 7:18 pm

A **MOTION** was made by Suzanne to Approve/Disapprove/Approve with conditions Application SPA2019-2.

**BE IT RESOLVED**, the Town/Village of Lowville Planning Board ~~Approves/Disapproves/Approves with the following conditions~~ Application SPA2019-2, submitted by **Keystone Novelties**, requesting site plan review to allow installation of a temporary tent (201-1315), in accordance with Village of Lowville Law, Chapter 201, Article IX, Site Plan Review, in an AC Zone. The parcel is owned by Lowville Producers Dairy Co-Op, located at 7396 Utica Blvd, Town of Lowville, New York, tax parcel number 212.16-01-27.100.

Conditions are as follows:

- Dates June 28<sup>th</sup> - July 9<sup>th</sup> allowed for erection of tent
- \_\_\_\_\_

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 24, 2019 planning board meeting. A public hearing was held on May 22, 2019, the application was deemed complete on April 24, 2019 in accordance with general municipal law. In accordance with General Municipal Law 239-m, this application was referred to the County Planning Department and their recommendation is included with the original file.

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

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

Motion Carried.

[Signature]  
Signature of Planning Board Chair

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

