

**Town/Village of Lowville Planning Board**  
**Regular Meeting**  
**Wednesday, August 24, 2022**  
**7:00 P.M.**

**RECEIVED**  
AUG 25 2022

BY: .....

The meeting was called to order by Vice Chair, Suzanne Peters at 7:02 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:

Henry Avallone                      Donald Cooke                      Suzanne Peters  
Absent: Daniel O'Brien, Lisa Hetzner

**Others present:** Rick Allen, Applicant; Amy Marti, Applicant; Matt O'Connor, Applicant Representative; JD Ross, Town Board Member Liaison; Kathy Manning, Administrative Assistant/Town Zoning Officer

2. Reading and Approval of Minutes  
July 27, 2022 – A MOTION was made by Suzanne to approve the minutes as written. The motion was seconded by Don. All members present in favor. Motion carried.

3. Communications and reports.
  - a. Comprehensive Plan: None of the members present had a priority list of items from Part III of the draft Comprehensive Plan for the Town Board however, Suzanne agreed to supply a list prior to the Town Board September meeting.

4. Old Business:
  - a. The public hearing is for **Application SPA2022-2**, submitted by **C&S Companies** on behalf of Lewis County, requesting site plan review to construct an addition to an existing commercial dwelling in accordance with Village of Lowville Zoning, Chapter 201, Article IX in an AC Zone. The parcel is owned by Lewis County, located at 7513 East State Street, Village of Lowville, New York and is tax parcel number 212.16-02-09.151.

In accordance with General Municipal Law 239-m, this project was referred to the County Planning Board. A copy of the comments was emailed to Patrick Currier and Matt O'Connor, applicant representatives and supplied to the board members present at this meeting.

The public hearing was opened at 7:06 p.m.

The board asked if any members of the public had any comment. No one wished to speak at this time.

Don commented that he has continued concerns regarding drainage at the site potentially causing runoff toward the property to the north. Mr. O'Connor indicated that there will be fill brought in to alleviate any potential runoff. Don indicated he would like to see a condition added to the approval of the application indicating that if any runoff adversely affects any neighboring properties that the county will be responsible for correcting the problem. Everyone concurred with this condition including Mr. O'Connor.

The board discussed the comments supplied by the County Planning Board indicating to Mr. O'Connor that the county will be responsible for a SPDES permit. There was discussion regarding comment 3 which addresses driveways on State Highways. The board determined this comment is not applicable to this project as it is not located on a state highway, further Paul Denise, Village DPW Superintendent, has reviewed the plans concurring with the driveway locations. The other items identified have been addressed by this board at the July meeting.

The board completed the Site Plan Review form which is included with the original record.

The public hearing was closed at 7:15 p.m.

A MOTION was made by Henry to approve Resolution SPA2022-2 with conditions. The condition is indicated above regarding runoff and stated on the Resolution. The motion was seconded by Don. All members present in favor. Motion carried. A copy of the Resolution is included with these minutes and the original record.

5. New Business:

a. **Application SP2022-1**, submitted by **Lewis County Head Start**, requesting a special use permit and site plan review to convert a residential building to child day care in accordance with Village of Lowville Zoning, Chapter 201, Articles IX and XI in an NC Zone. The parcel is owned by Rick S. Allen, located at 7671 North State Street, Village of Lowville, New York and is tax parcel number 212.07-08-11.000.

In accordance with General Municipal Law 239-m, this parcel is located within 500' of a state highway which requires referral to and review by the County Planning Department.

There was discussion regarding the change in use of the structure and the requirement for the special use permit and site plan review by this board. Kathy indicated a referral was made by the county in accordance with Village Zoning Law. There was discussion there are no planned exterior changes to the structure.

Ms. Marti explained the desire for additional space for offices and a classroom will provide for added social distancing. There was discussion if more children would be added to enrollment. Ms. Marti indicated that Head Start is at its maximum enrollment and no more children will be added. There was discussion regarding how the children will be delivered to the buildings. Ms. Marti indicated most of the children are bussed, picked up at Lowville School and walked to the facility while any children dropped off by personal vehicle are delivered to the rear entrance of the current building to be escorted by staff to the proposed building and some children are walked to the facility without the use of staff escorts.

The SEQR shortform was reviewed by the board. Parts II and III were completed. A MOTION was made by Henry to deem Application SP2022-1 an Unlisted Action issuing a Negative Declaration for environmental significance. The motion was seconded by Don. All members present in favor. Motion carried.

The Site Plan Review form was completed by the board up to and including page 4. There are no changes planned to the exterior of the property. Parking will continue to be utilized at the current location adjacent to this parcel.

A Motion was made by Suzanne to deem Application SP2022-1 complete making the referral to the County Planning Board in accordance with General Municipal Law and scheduling the public hearing for September 28, 2022. The motion was seconded by Henry. All members present in favor. Motion carried.

6. Adjournment

A MOTION was made by Henry to adjourn the meeting. The motion was seconded by Don. All members in favor. Motion carried. The meeting adjourned at 7:42 p.m.

Submitted by,

A handwritten signature in blue ink that reads "Katharine B." followed by a stylized flourish.

Katharine B. Manning  
August 25, 2022

*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.*



At a Regular Meeting on August 24, 2022, 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 August 24, 2022 at 9:06 and closed at 7:15.

A **MOTION** was made by Henry A. to Approve/Disapprove/Approve with conditions Resolution SPA2022-2.

**BE IT RESOLVED**, the Town/Village of Lowville Planning Board Approve/Disapprove/Approve with conditions Resolution SPA2022-2, submitted by **C&S Companies** on behalf of Lewis County, requesting site plan review to construct an addition to an existing commercial dwelling in accordance with Village of Lowville Zoning, Chapter 201, Article IX in an AC Zone. The parcel is owned by Lewis County, located at 7513 East State Street, Village of Lowville, New York and is tax parcel number 212.16-02-09.151.

Conditions are as follows:

1. If the grading adversely affects any neighboring properties, the county will be responsible for correcting said problem

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 July 27, 2022 planning board meeting. A public hearing was held on August 24, 2022, the application was deemed complete on July 27, 2022 in accordance with general municipal law. In addition, in accordance with general municipal law 239-m and L, referral was made to the County Planning Board, as this parcel is located within 500' of a county highway, with comments from the board attached to the original record.

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

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

Motion Carried.

Suzanne Peters  
Signature of Planning Board Chair

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

