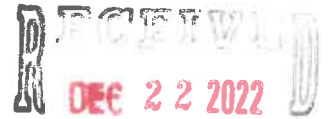


**Town/Village of Lowville Planning Board**  
**Regular Meeting**  
**Wednesday, December 21, 2022**  
**7:00 P.M.**



**BY:**.....

The meeting was called to order by Vice Chair, Suzanne Peters at 7:05 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                      Lisa Hetzner                      Suzanne Peters  
Absent: Donald Cooke, Daniel O'Brien

**Others present:** Cheyenne Steria, Applicant Representative; Dr. James Coffman, Applicant; Keith Zehr, Affected Land Owner Representative; Kathy Manning, Administrative Assistant/Town Zoning Officer

2. Reading and Approval of Minutes  
September 28, 2022 – A MOTION was made by Henry to approve the minutes as written. The motion was seconded by Suzanne. Lisa recused herself as she was not in attendance at the meeting. All other members present, in favor. Motion carried.

3. Communications and reports.
  - a. Proposed meeting dates for 2023: A list of proposed meeting dates was supplied in the mailing to the board members. Kathy has taken the liberty of scheduling the November and December meetings for the third Wednesday due to the holidays.

There was discussion regarding the proposed meeting dates. Everyone in attendance agreed with the proposed dates.

4. Old Business:  
None

5. New Business:  
Due to two (2) of the applicants in attendance, the order of the applications was changed to accommodate the applicants in attendance.

a. ~~b.~~ **Application SD2022-12**, submitted by **Dr. James Coffman**, requesting minor subdivision approval in accordance with Town of Lowville, Chapter 240, Subdivision of Land to subdivide 11 +/- acres into 1.55 +/- acres, 2.45 +/- acres, 2.44 +/- acres and 3.27 +/- acres for residential purposes in an AG Zone. The parcel is owned by James Coffman located on Fox Path, Town of Lowville, New York, tax parcel number 195.00-01-48.413. The applicant has requested a waiver of the public hearing in accordance with Chapter 240-11.

There was general discussion regarding the location of the parcel. The board reviewed the contents of the application.

The SEQR short form was reviewed by the board. There was discussion regarding item 20 of the SEQR regarding remediation for hazardous waste. The board completed Parts

II and III of the SEQR. There was discussion regarding drainage on the property. Dr. Coffman indicated he is utilizing rain gardens to avoid run off and drainage issues.

A MOTION was made by Lisa to deem Application SD2022-12 an Unlisted Action issuing a Negative Declaration for environmental significance. The motion was seconded by Henry. All members present, in favor. Motion carried.

Kathy asked Keith Zehr if he would like to speak. He declined, explaining he was in attendance to observe the meeting.

There was discussion regarding compliance with the criteria set forth in Chapter 240-11 to waive the public hearing. All members present agreed that the application meets the criteria for the waiver.

A MOTION was made by Henry to deem Application SD2022-12 complete, waiving the public hearing in accordance with Chapter 240-11. The motion was seconded by Suzanne. All members present, in favor. Motion carried.

A MOTION was made by Suzanne to approve Resolution SD2022-12. The motion was seconded by Henry. All members present, in favor. Motion carried. A copy of the Resolution is included in the original file and with these minutes.

b. e. **Application SP2022-2**, submitted by **Abundant Life Community Church of Lowville**, requesting special use and site plan review to expand a Public & Semi Public Facility in accordance with Town of Lowville, Chapter 250, Articles X and XII in an R-30C Zone. The parcel is owned by Abundant Life Community Church, located at 5723 Waters Road, Town of Lowville, New York, tax parcel number 213.00-01-04.120.

The proposed plans and previous plans were viewed by the board. There was discussion regarding if the town water supply is sufficient to serve the expansion. Kathy explained she had spoken with Town members who indicated there is sufficient water to serve the expansion. There was discussion regarding the septic location which will not be affected by the expansion as its location is in the area near the circular driveway in front of the building.

The board reviewed the remainder of the application and its contents. The board completed the Site Plan Review form up to and including item 19 on page 4.

The SEQR short form was reviewed during the completion of the Site Plan Review form. The board completed Parts II and III of the short form.

A MOTION was made by Lisa to deem Application SP2022-2 an Unlisted Action issuing a Negative Declaration for environmental significance. The motion was seconded by Henry. All members present in favor. Motion carried.

A MOTION was made by Henry to deem Application SP2022-2 complete scheduling the public hearing for January 25, 2023. The motion was seconded by Lisa. All members present in favor. Motion carried.

c. ~~a.~~ **Application SD2022-11**, submitted by **Kovach Land Surveying on behalf of The Ramos Irrevocable Trust and others**, requesting minor subdivision approval in accordance with Town of Lowville, Chapter 240, Subdivision of Land to convey 13.51 +/- acres from 137.4 +/- acres for residential purposes in a CB-R Zone. The parcel is owned by The Ramos Irrevocable Trust and others, located at 6019 Number Four Road, Town of Lowville, New York, tax parcel number 213.00-01-43.000. The applicant has requested a waiver of the public hearing in accordance with Chapter 240-11.

The board reviewed the application and its contents. There was discussion regarding the location of the property.

The SEQR short form was reviewed by the board. Parts II and III of the form were completed.

A MOTION was made by Lisa to deem Application SD2022-11 an Unlisted Action issuing a Negative Declaration for environmental significance. The motion was seconded by Henry. All members present, in favor. Motion carried.

There was discussion regarding compliance with the criteria set forth in Chapter 240-11 to waive the public hearing. All members present agreed that the application meets the criteria for the waiver.

A MOTION was made by Suzanne to deem Application SD2022-11 complete waiving the public hearing. The motion was seconded by Henry. All members present, in favor. Motion carried.

A MOTION was made by Henry to approve Resolution SD2022-11. The motion was seconded by Lisa. All members present, in favor. Motion carried. A copy of the Resolution is included in the original file and with these minutes.

6. Adjournment

A MOTION was made by Lisa to adjourn the meeting. The motion was seconded by Suzanne. All members present, in favor. Motion carried. The meeting adjourned at 7:55 p.m.

Submitted by,



Katharine B. Manning  
December 22, 2022

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



COPY

RESOLUTION Number SD2022-12

At a Regular Meeting on December 21, 2022, 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/waived on December 21, 2022 at \_\_\_\_\_ and closed at \_\_\_\_\_

A MOTION was made by Suzanne Peters to Approve/Disapprove/Approve with conditions Application SD2022-12.

**BE IT RESOLVED**, the Town/Village of Lowville Planning Approve/Disapprove/Approve with conditions Application SD2022-12, submitted by **Dr. James Coffman**, requesting minor subdivision approval in accordance with Town of Lowville, Chapter 240, Subdivision of Land to subdivide 11 +/- acres into 1.55 +/- acres, 2.45 +/- acres, 2.44 +/- acres and 3.27 +/- acres for residential purposes in an AG Zone. The parcel is owned by James Coffman located on Fox Path, Town of Lowville, New York, tax parcel number 195.00-01-48.413.

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 December 21, 2022 planning board meeting. A public hearing was held/waived on December 21, 2022, the application was deemed complete on December 21, 2022 in accordance with general municipal law.

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

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

Motion Carried.

Suzanne Peters  
Signature of Planning Board Chair

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



COPY

RESOLUTION Number SD2022-11

At a Regular Meeting on December 21, 2022, 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/waived on December 21, 2022 at \_\_\_\_\_ and closed at \_\_\_\_\_

A MOTION was made by Henry Avalone to Approve/Disapprove/Approve with conditions Application SD2022-11.

**BE IT RESOLVED**, the Town/Village of Lowville Planning Approve/Disapprove/Approve with conditions Application SD2022-11, submitted by **Kovach Land Surveying on behalf of The Ramos Irrevocable Trust and others**, requesting minor subdivision approval in accordance with Town of Lowville, Chapter 240, Minor Subdivision to convey 13.51 +/- acres from 137.4 +/- acres for residential purposes in a CB-R Zone. The parcel is owned by The Ramos Irrevocable Trust and others, located at 6019 Number Four Road, Town of Lowville, New York, tax parcel number 213.00-01-43.000.

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 December 21, 2022 planning board meeting. A public hearing was held/waived on December 21, 2022, the application was deemed complete on December 21, 2022 in accordance with general municipal law.

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

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

Motion Carried.

  
Signature of Planning Board Chair

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

