

Town/Village of Lowville Planning Board
Regular Meeting
Wednesday, ^{May} March 25, 2022
7:00 P.M.

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BY:

The meeting was called to order by Vice Chair Suzanne Peters at 7:04 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:

Suzanne Peters Henry Avallone Lisa Hetzner
Jeff Sauter Rebecca Kelly
Absent: Daniel O'Brien, Donald Cooke

Others present: Steve Scaparo, Applicant Representative; Kathy Manning, Administrative Assistant/Town Zoning Officer

2. Reading and Approval of Minutes
April 27, 2022 – There was discussion that the individuals who appear in the minutes making the motion and second, Rebecca and Jeff, were absent from the meeting. The minutes should correctly indicate that the motion to approve the minutes as written was made by Lisa with Don seconding the motion.
A MOTION was made by Lisa to approve the minutes as corrected. The motion was seconded by Henry. Jeff and Rebecca recused themselves from voting on this item as they were absent from the April 27, 2022 meeting. All other members present, in favor. Motion carried.
3. Communications and reports.
 - a. Comprehensive Plan: It is the intension to provide a draft comprehensive plan for the Planning Board members to review. I do not have copies for the mailing but will provide hard copies (and electronic if you wish). It is anticipated the board members (both ZBA and Planning) will review the plan, provide any written comments to me no later than June 9th. I will compile a list of comments for the municipal boards for their June meetings.

Kathy supplied the board members with a hard copy of the draft Comprehensive Plan. There was discussion regarding the process for supplying comments. Kathy indicated the individual members could choose how to supply comment to her. The purpose of having the deadline of June 9, 2022 is the municipal boards meet on June 15, 2022 and June 16, 2022.
4. Old Business:
None
5. New Business:
 - a. **Application SPA2022-1**, submitted by **Stewart's Shops**, requesting site plan review to construct an 8' x 20' addition to an existing commercial dwelling in accordance with Village of Lowville Zoning, Chapter 201, Article IX in an AC Zone. The property is owned by Stewart's Shops, located at 7491 South State Street, Village of Lowville, New York and is tax parcel number 212.15-01-21.110.

This application has been referred to, reviewed by and approved by the ZBA for an area variance to construct the pad and freezer 7' from the property line. A copy of the resolution approving the variance with conditions has been provided to this board.

This parcel is located within 500' of a state highway which requires referral to the county planning board in accordance with General Municipal Law §239-m and L.

The application and its contents were reviewed by the board. There was discussion that primarily everything to be reviewed for site plan review is existing as this is a minor addition.

The board members present completed the Site Plan Review checklist.

The SEQR short form was reviewed by the board. The board completed parts 2 and 3 of the short form.

A MOTION was made by Lisa to deem Application SPA2022-1 an unlisted action and issue a negative declaration for environmental significance. The motion was seconded by Rebecca. All members present in favor. Motion carried.

A MOTION was made by Jeff to deem Application SPA2022-1 complete making the referral to the County Planning Department with the public hearing scheduled for June 22, 2022. The motion was seconded by Henry. All members present in favor. Motion carried.

6. Adjournment

A MOTION was made by Jeff to adjourn the meeting. The motion was seconded by Rebecca. All members in favor. Motion carried. The meeting adjourned at 7:32 p.m.

Submitted by,



Katharine B. Manning
May 26, 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.