

Town/Village of Lowville Planning Board
Regular Meeting
Wednesday, July 26, 2023
7:00 P.M.

TOWN VILLAGE OF LOWVILLE

JUL 27 2023

The meeting was called to order by Chair, Daniel O'Brien at 7:26 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 Daniel O'Brien
Selina Olmstead
Absent: Suzanne Peters; Donald Cooke

Others present: Daniel Myers, Applicant Representative; Jim Garito, Applicant Representative; Kathy Manning, Administrative Assistant/Town Zoning Officer

2. Reading and Approval of Minutes
June 28, 2023 – A MOTION was made by Lisa to approve the minutes as written. The motion was seconded by Henry. All members present in favor. Motion carried.

3. Communications and reports.
None

4. Old Business:
None

5. New Business:
 - a. **Application SPA2023-2**, submitted by **Megan K. Dolhof**, requesting site plan approval to construct a personal services structure in accordance with Town of Lowville, Chapter 250, Article X in a CB Zone. The parcel is owned by Megan K. Dolhof, located at 7854 State Route 26, Town of Lowville, New York, tax parcel number 195.00-01-40.113.

In accordance with General Municipal Law, 239-m & L, this project is within 500 feet of a state highway which requires referral to the County Planning Board.

Kathy provided the board members with a letter dated Jul 14, 2023, from Thomas Compo, Region 7 Permit Coordinator from New York State Department of Transportation regarding the driveway entrance requirements. Kathy commented that although a permit was previously approved, it was approved for residential use. New York State Department of Transportation had distinctive requirements for non-residential uses that will be complied with by Ms. Dolhof.

The board reviewed the application and its contents including items A through Y of page 2 of the application. There was general discussion regarding the location of the structure, potential run off, driveway location, parking, screening and landscaping.

The board completed the Site Plan Review Checklist which is included with the original file.

The SEQR short form was reviewed by the board. Parts II and III were completed. A MOTION was made by Henry to deem Application SPA2023-2 an Unlisted Action issuing a Negative Declaration for environmental significance. The motion was seconded by Lisa. All members present in favor. Motion carried.

A MOTION was made by Lisa to deem Application SPA2023-2 complete scheduling the public hearing for August 23, 2023, with the application forwarded to the County Planning Department at the earliest available date. The motion was seconded by Henry. All members present in favor. Motion carried.

b. **Application SP2023-1**, submitted by **Double Play Sports Comm. Center**, requesting special use permit approval to convert a Retail Business to Indoor Recreation in accordance with Town of Lowville, Chapter 250, Articles X and XII in a CB Zone. The parcel is owned by Double Play Sports Comm Center, located at 6912 Bardo Road, Town of Lowville, New York, tax parcel number 212.00-01-55.212.

In accordance with General Municipal Law, 239-m & L, this project requires referral to the County Planning Board.

The board reviewed the application and its contents including items A through Y of page 2 of the application. There was general discussion regarding the proposed addition to the existing structure. There was discussion regarding the calculation of the parking. Kathy commented that certain areas, including the rest room, were not included in the required parking. The board discussed potential concerns regarding customers of Double Play attempting access to the business via Route 12 through Ridge View Inn. The applicant representatives commented that they didn't believe this would be an issue however, they feel if Mr. Miller sees an influx of traffic to Double Play, he will likely place signage restricting access.

The board completed the Site Plan Review Checklist up to and including page 9 which is included with the original file.

The SEQR short form was reviewed by the board. Parts II and III were completed. A MOTION was made by Henry to deem Application SP2023-1 an Unlisted Action issuing a Negative Declaration for environmental significance. The motion was seconded by Lisa. All members present in favor. Motion carried.

A MOTION was made by Lisa to deem Application SP2023-1 complete scheduling the public hearing for August 23, 2023, with the application forwarded to the County Planning Department at the earliest available date. The motion was seconded by Henry. All members present in favor. Motion carried.

c. **Application SD2023-4**, submitted by **Hometown Businesses, LLC**, requesting minor subdivision approval to convey 0.66 +/- acres from 1.2 +/- acres in accordance with Village of Lowville, Chapter 165, Subdivision of Land in an AC Zone. The parcel is owned by Hometown Businesses, LLC, located at 7365-7367 Utica Boulevard, Village of Lowville, New York, tax parcel number 212.16-03-15.100.

The applicant has requested a waiver of the public hearing in accordance with 165-5.

There was general discussion regarding the location of the parcel as well as the remaining lands. The board discussed the 50 foot right-of-way for the parcel in the Town containing 0.93 +/- acres which is in compliance with 240-29 E, Lot Access.

The SEQR shortform was reviewed by the board. Parts II and III were completed. A MOTION was made by Henry to deem Application SD2023-4 an Unlisted Action issuing a Negative Declaration for environmental significance. The motion was seconded by Lisa. All members present in favor. Motion carried.

There was discussion regarding if the board feels the application meets the criteria for a waiver in accordance with Chapter 165.5. The members present determined it does meet the criteria.

A MOTION was made by Henry to deem Application SD2023-4 complete waiving the public hearing. The motion was seconded by Lisa. All members present in favor. Motion carried.

A MOTION was made by Henry to approve Resolution SD2023-4. The motion was seconded by Lisa. All members present in favor. Motion carried. A copy of the Resolution is included with these minutes.

d. **Application SD2023-5**, submitted by **Hometown Businesses, LLC**, requesting minor subdivision approval to convey 0.93 +/- acres from 80.9 +/- acres in accordance with Town of Lowville, Chapter 240, Subdivision of Land in a CB Zone. The parcel is owned by Hometown Businesses, LLC, located on New York State Route 12, Town of Lowville, New York, tax parcel number 213.00-01-34.111.

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

Discussion regarding this parcel is included with Application SD2023-4.

The SEQR shortform was reviewed by the board. Parts II and III were completed. A MOTION was made by Lisa to deem Application SD2023-5 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 if the board feels the application meets the criteria for a waiver in accordance with Chapter 240-11. The members present determined it does meet the criteria.

A MOTION was made by Henry to deem Application SD2023-5 complete waiving the public hearing. The motion was seconded by Lisa. All members present in favor. Motion carried.

A MOTION was made by Lisa to approve Resolution SD2023-5. The motion was seconded by Lisa. All members present in favor. Motion carried. A copy of the Resolution is included with these minutes.

Kathy commented she has supplied the board with an updated zoning map for the Village that reflects a change in the VC Zone.

6. Adjournment

A MOTION was made by Henry to adjourn the meeting. The motion was seconded by Lisa. All members present, in favor. Motion carried. The meeting adjourned at 8:28 p.m.

Submitted by,

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

Katharine B. Manning
July 27, 2023

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

COPY

At a Regular Meeting on July 26, 2023, the Town/Village of Lowville Planning Board ~~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 July 26, 2023 at _____ and closed at _____ in accordance with Village of Lowville, Chapter ~~240~~¹⁶⁵-5

A MOTION was made by Henry Avalone to Approve/Disapprove/Approve ~~with conditions~~ Application SD2023-4.

BE IT RESOLVED, the Town/Village of Lowville Planning Board Approve/Disapprove/Approve with conditions Application **SD2023-4**, submitted by **Hometown Businesses, LLC**, requesting minor subdivision approval to convey 0.66 +/- acres from 1.2 +/- acres in accordance with Village of Lowville, Chapter 165, Subdivision of Land in an AC Zone. The parcel is owned by Hometown Businesses, LLC, located at 7365-7367 Utica Boulevard, Village of Lowville, New York, tax parcel number 212.16-03-15.100.

Conditions are as follows:

1. _____
2. _____

Further, the Board has reviewed all items in accordance with zoning and general municipal requirements. These requirements are reflected in the minutes of the July 26, 2023 planning board meeting. A public hearing was ~~held~~ waived on July 26, 2023, the application was deemed complete on July 26, 2023 in accordance with general municipal law.

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

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

Motion Carried.


Signature of Planning Board Chair

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

COPY

At a Regular Meeting on July 26, 2023, the Town/Village of Lowville Planning Board 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/~~held~~ waived on July 26, 2023 at _____ and closed at _____ in accordance with Town of Lowville, Chapter 240-11

A **MOTION** was made by Lisa Hetzner to Approve/Disapprove/Approve with conditions Application SD2023-5.

BE IT RESOLVED, the Town/Village of Lowville Planning Board Approve/Disapprove/Approve with conditions Application **SD2023-5**, submitted by **Hometown Businesses, LLC**, requesting minor subdivision approval to convey 0.93 +/- acres from 80.9 +/- acres in accordance with Town of Lowville, Chapter 240, Subdivision of Land in a CB Zone. The parcel is owned by Hometown Businesses, LLC, located on New York State Route 12, Town of Lowville, New York, tax parcel number 213.00-01-34.111.

Conditions are as follows:

1. _____
2. _____

Further, the Board has reviewed all items in accordance with zoning and general municipal requirements. These requirements are reflected in the minutes of the July 26, 2023 planning board meeting. A public hearing was ~~held~~ waived on July 26, 2023, the application was deemed complete on July 26, 2023 in accordance with general municipal law.

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

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

Motion Carried.

R. O'z
Signature of Planning Board Chair

