

**Town/Village of Lowville Planning Board**  
**Regular Meeting**  
**Wednesday, June 28, 2023**  
**7:00 P.M.**

RECEIVED  
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BY: AWM.....

The meeting was called to order by Chair, Daniel O'Brien at 7:01 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  
Donald Cooke                      Selina Olmstead  
Absent: Suzanne Peters

**Others present:** Richard Murphy, Applicant Representative; Jeff Rioux, Applicant Representative; Daniel Hirschey, Applicant Representative; Kathy Manning, Administrative Assistant/Town Zoning Officer

2. Reading and Approval of Minutes  
February 22, 2023 – Due to a lack of a quorum of the members present at this meeting for the February 22, 2023 meeting, a motion could not be made on this item. The members present agreed that the minutes appropriately reflect the business conducted.
3. Communications and reports.  
Please welcome Selina Olmstead to the board. Selina will be an alternate to the Planning and Zoning Boards.
4. Old Business:  
None
5. New Business:
  - a. **Application SD2023-3**, submitted by **Daniel Hirschey on behalf of Wesley & Michelle Brown**, requesting minor subdivision approval to convey 1.96 +/- acres and 3.11 +/- acres from 109.5 +/- acres in accordance with Town of Lowville, Chapter 240, Minor Subdivision in an R-30A Zone. The parcel is owned by Wesley & Michelle Brown, located at 7945 Ridge Road, Town of Lowville, New York, tax parcel number 161.00-01-36.000.

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 as well as the remaining lands. The board discussed the 50 foot right-of-way for Parcel A showing 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 Lisa to deem Application SD2023-3 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 SD2023-3 complete waiving the public hearing. The motion was seconded by Dan. All members present in favor. Motion carried.

A MOTION was made by Danto approve Resolution SD2023-3. The motion was seconded by Lisa. All members present in favor. Motion carried. A copy of the Resolution is included with these minutes.

b. **Application SPA2023-1**, submitted by **Vocon on behalf of Key Bank, NA**. The parcel is owned by Key Bank, NA, located at 7647 North State Street, Village of Lowville, New York, tax parcel number 212.11-01-04.000. The County Codes office has made a referral to the Planning Board requesting clarification of the Village Zoning Law, Chapter 201, specifically 201-840, Parking area requirements, A which requires, "...A required driveway shall be not less than 20 feet clear in width, except for one-family and two-family residential uses".

There was general discussion regarding the location of the parcel. Kathy provided background information of the proposed project to the board including the zone change approved by the Village Board at their most recent meeting.

The board discussed whether the entrance/exit onto Parkway Drive meets the criteria and intent of Village Zoning. The board members present agreed it does meet the criteria and intent.

A MOTION was made by Lisa to approve Resolution SPA2023-1. The motion was seconded by Dan. All members present in favor. Motion carried. A copy of the Resolution is included with these minutes

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 7:25 p.m.

Submitted by,



Katharine B. Manning  
June 29, 2023

***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

At a Regular Meeting on June 28, 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 June 28, 2023 at \_\_\_\_\_ and closed at \_\_\_\_\_

A **MOTION** was made by Dan O'Brien to Approve/Disapprove/Approve with conditions Application SD2023-3.

**BE IT RESOLVED**, the Town/Village of Lowville Planning Board Approve/Disapprove/Approve with conditions Application **SD2023-3**, submitted by **Daniel Hirshey on behalf of Wesley & Michelle Brown**, requesting minor subdivision approval to convey 1.96 +/- acres and 3.11 +/- acres from 109.5 +/- acres in accordance with Town of Lowville, Chapter 240, Minor Subdivision in an R-30A Zone. The parcel is owned by Wesley & Michelle Brown, located at 7945 Ridge Road, Town of Lowville, New York, tax parcel number 161.00-01-36.000.

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 June 28, 2023 planning board meeting. A public hearing was held/waived on June 28, 2023, the application was deemed complete on June 28, 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.

D. O'Brien  
Signature of Planning Board Chair



COPY

RESOLUTION Number SPA2023-1

At a Regular Meeting on June 28, 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 (in accordance with 201-955) on June 28, 2023

A **MOTION** was made by Lisa Hetzner to Approve/Disapprove/Approve with conditions Application SPA2023-1.

**BE IT RESOLVED**, the Town/Village of Lowville Planning Board Approve/Disapprove/Approve with conditions Application **SPA2023-1**, submitted by **Vocon** on behalf of **Key Bank, NA**, requesting clarification of the driveway requirement per Village of Lowville Zoning, Chapter 201-840. The parcel is owned by Key Bank, NA located at 7647 North State Street, Village of Lowville, New York, tax parcel number 212.11-01-04.000.

The Planning Board has determined the entrance/exit on the west side of the property entering/exiting onto Parkway Drive complies/does not comply with the 20 foot clear width driveway per zoning.

Additional Comments, if any: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The motion was seconded by Dan O'Brien. 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.

D. O'Brien  
Signature of Planning Board Chair

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

