

**Town/Village of Lowville Planning Board**  
**Regular Meeting**  
**AGENDA**

**Wednesday, August 28, 2024 – 7:00 p.m.**

1. Roll call of attendance – Board members present and absent
2. Reading and Approval of Minutes  
July 24, 2024
3. Communications and reports
  - a. The board members present at the July 24, 2024 meeting requested Kathy review the Village Zoning laws to determine if there is information contained for who should be issuing Certificates of Compliance for site plan review and/or special use permits approved by the Planning Board. Kathy is working with the Town Board to determine how best to handle this situation. According to Village of Lowville Zoning Laws, Chapter 201, 201-910, a certificate of compliance should be issued by the Zoning Officer. Since the intermunicipal agreement (IMA) for the Planning Board is between the Town and Village and there is also IMA's between the Town and County and Village and County, Kathy felt it was best to discuss this with the Town Supervisor in an effort to allow for a practical resolution.
4. Unfinished business:  
None
5. New Business:
  - a. **Application SP2024-1**, submitted by **Lowville Farmers Cooperative, Inc** requesting approval to construct a warehouse addition in compliance with Village of Lowville, Chapter 201, Articles IX, Site Plan Review and XI, Special Use Permit in an NC-2 Zone. The parcel is owned by Lowville Farmers Cooperative, Inc., located at 5512 Shady Avenue, Village of Lowville, New York tax parcel number 212.12-01-26.000.
  - b. **Application SD2024-4**, submitted by **Kovach Land Surveying PC on behalf of Paul F. Kelly**, requesting minor subdivision approval to convey 0.46 +/- acres from 78.5 +/- acres to be conveyed to an adjoining property owner in compliance with Town of Lowville, Chapter 240, Minor Subdivision Law in an R-30C Zone. The parcel is owned by Paul F. Kelly, located between 6014 and 6082 Number Four Road, Town of Lowville, New York, tax parcel number 213.00-01-27.100.  
  
The applicant has requested a waiver in accordance with §240-11.
6. Adjournment

**Next Scheduled Meeting – September 25, 2024 – 7:00 p.m.**