



TOWN OF PLATTSBURGH

PLANNING & COMMUNITY DEVELOPMENT

151 BANKER ROAD
PLATTSBURGH, NY 12901-7307

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SENIOR PLANNER
TREVOR COLE, AICP

SENIOR PLANNER
JESSICA KOGUT, AICP

PLANNING BOARD SECRETARY
MICHELE BUCKMINSTER

February 18, 2026

Solar Power Network, LLC
69 State Street 13th floor
Albany, NY 12207

RE: Solar Power Network Site Plan (Benny Blake Rd.) & Special Use Permit 2022
Detailed Preliminary Plan Reapproval Meeting

Dear Solar Power Network, LLC:

Transmitted herewith is a copy of Resolution No 26-05 dated February 17, 2026, wherein the site plan for your project was conditionally reapproved for two years subject to the resolution discussion and to the conditions of a letter from the Planning & Community Development Department dated February 6, 2026.

The project may proceed in conformance with the detailed preliminary plans that were previously certified on March 4, 2025. Many times there are construction items not addressed by or contained on the approved detailed preliminary plans or other construction conditions occur that require a change or modification to the information contained on the approved detailed preliminary plans. Any consideration by you or your contractor to change or modify information or construction data as shown on the approved detailed preliminary plans requires Town Planning Board approval PRIOR to the construction being performed in the field. The Town's Planning & Community Development Department, other town personnel and/or the Design Engineer/Architect DOES NOT have the authorization on their own to approve or authorize changes or modifications to the construction data shown on the approved detailed preliminary plans.

Prior to the issuance of a "Certificate of Occupancy" you are required to submit "As Built" construction drawings in accordance with Section 7.13 and 8.11 of the Town of Plattsburgh's *Zoning Ordinance* regulations. Your signature on the plans will confirm your responsibility to submit as-built construction drawings.

If you have any questions relative to the above, please contact the Planning & Community Development Department.

Sincerely yours,
Tim Palmer, Chairperson of the Board

A handwritten signature in black ink, appearing to read 'Trevor Cole', with a long horizontal line extending to the right.

Trevor Cole, AICP
Senior Planner

pc: Steve Imhoff, Codes Enforcement Officer, (w/o encl.)
RMS, Project Engineer

**TOWN OF PLATTSBURGH
PLANNING BOARD MEETING
FEBRUARY 17, 2026**

Resolution No. 26-05

Motion by: Terry Senecal

WHEREAS, the Town Planning Board has received and reviewed a request for Planning Board approval of a detailed preliminary site map and plan for:

SOLAR POWER NETWORK SITE PLAN & SPECIAL USE PERMIT BENNY BLAKE RD 2022- Request to construct an approximately 3.5-megawatt solar farm on a 21.9-acre parcel. **SUBJECT TO TOWN OF PLATTSBURGH SOLAR LOCAL LAW.** Located on Benny Blake Rd. with public water and public sewer; Zoned R2; Tax Map Parcel # 220.-4-37 & 13; Owner Linda Sullivan; Applicant Solar Power Network LLC; Engineer RMS **SEQRA REAFFIRMATION & DETAILED PRELIMINARY PLAN REAPPROVAL**
And;

WHEREAS, a thorough review of the potential environmental impacts associated with the project was conducted by the Planning Board and on February 21, 2023, the Planning Board issued a Negative Declaration of Environmental Significance for the project by Resolution 23-12A; and

WHEREAS, the project's detailed preliminary plan was previously approved by Resolution 23-12B on February 21, 2023; and

WHEREAS, the detailed preliminary plans were certified on March 4, 2025, and the approval will expire on March 4, 2026; and

WHEREAS, the applicant requests **re-approval for two years** to undertake the project with no proposed changes; and

WHEREAS the applicant has provided a detailed narrative outlining the rationale for a two-year reapproval dated January 15, 2026; and

WHEREAS, there have been no significant changes to the underlying zoning, nor significant developments nearby that would negatively impact, or be impacted by the proposed project; now therefore be it

RESOLVED, that the Planning Board has reviewed the project materials and considered the potential impacts to the area where the project is proposed and hereby re-affirms the previous SEQRA Negative Declaration issued by Resolution 23-12A on February 21, 2023; and be it further

RESOLVED, that the Planning Board does hereby **RE-APPROVE for two years** the Solar Site Power Network Site Plan (Benny Blake Rd.) & Special Use Permit 2022, as previously approved, and subject to all conditions identified in Resolution 23-12 dated February 21, 2023, and those herein; and be it further

RESOLVED, That the project shall be required to submit the required \$750.00 renewal fee (calculated as 50% of the original \$1500.00 fee) as per the Town fee schedule adopted September 5, 2025.

Seconded By: Malana Tamer

Discussion (Not Verbatim): Town Senior Planner, Trevor Cole provided a brief but detailed project summary and slide presentation outlining the project's components. Planning Board Chairman Tim Palmer asked if there was someone to represent the project and Jeff Burns from RMS stated that even though they had represented this project for the original site plan, they were not contacted for this reapproval and he is not comfortable speaking on their behalf as they have an outstanding bill with his firm.

| | <u>Yes</u> | <u>No</u> |
|----------------------|------------|-----------|
| Roll Call: | | |
| Terry Senecal | X | |
| Debbie Blake | X | |
| James Sherman | X | |
| Malana Tamer | X | |
| Sarah Cayea | X | |
| Joseph Krupka | X | |
| Tim Palmer, Chairman | X | |

Carried: 7-0

TOWN CLERK, TOWN OF PLATTSBURGH



2-19-24

**TOWN OF PLATTSBURGH
PLANNING BOARD MEETING
FEBRUARY 21, 2023**

February 16, 2023

Solar Power Network Site Plan & Special Use Benny Blake Rd. 2022

Project is located on Benny Blake Rd.

Plans dated January 2023

Plans received by Planning Department on January 31, 2023

Dear Mr. Tim Palmer and Members of the Planning Board:

RECOMMENDATIONS, CHANGES, ADDITIONS, OR MODIFICATIONS

The Planning & Community Development Department has reviewed the Detailed Preliminary Site Plan for the above referenced project and offers the following comments and recommendations for consideration by the Planning Board:

1. The project is considered to be a Tier 3 Solar Energy System and is therefore regulated under the Town of Plattsburgh Solar Energy Local Law. The Local Law is the primary guiding document for the review and regulation of the proposed facility and the provisions of the Town Zoning Ordinance are in effect where the Local Law prescribes.
2. As per Section 6 (H) of the Solar Energy Local Law the project is required to provide a decommissioning plan. Approval of the detailed preliminary plan shall be conditioned upon acceptance of the plan by the Town Attorney.
3. As per Section 7 (A) of the Solar Energy Local Law the project is required to provide a Public Environmental Benefit and may choose from Section 7 (A)i-vii or negotiate alternative benefits with the Planning Board equal to 1% of the fair market value of the completed project.
4. The project shall be considered abandoned after ceasing to produce electricity for one (1) year, after which time the decommissioning plans must take effect and the facility be removed at the owner/operator's expense.
5. The project is proposed to span over 2 tax parcels. The parcels will need to be merged prior to certification of the final plan and authorization to operate the facility.

6. Clinton County Office of Emergency Services issues the following statement: *“The Solar project will need to have a 911 number issued off of Blake Road for the proposed entrance to the solar grounds.”*
7. The location of the access point into the proposed solar project is beyond the gate and the end of the public highway. The project will be required to obtain an access easement from the Town of Plattsburgh to traverse property that is not a designated public highway.

GENERAL MUNICIPAL LAW 239-M REFERRAL

The project is located within 500 feet of NYS I-87 and therefore triggers the requirements for submittal to the Clinton County Planning Board under NY GML 239m. The project was referred as required and on February 1, 2023, the Clinton County Planning Board did hear Referral Number 15-23 and by a vote of 7-0 did approve the action.

PUBLIC ENVIRONMENTAL BENEFIT

As per Section 7 of the Solar Energy Local Law the project is required to provide a Public Environmental Benefit fee equal to \$2500/acre of land used for the solar project.

DECOMMISSIONING PLAN & SECURITY

As per Section 7 (G) of the Solar Energy Local Law the project is required to provide a decommissioning plan and financial security for the purposes of site remediation in the event that the project is unable to. It is recommended that the project be required to provide the Town with a bond in an amount calculated and agreed upon between the project and the Town Attorney.

RECOMMENDED CONDITIONS OF APPROVAL

The Planning & Community Development Department has reviewed the Detailed Preliminary Site Plan for the above referenced project and offers the following comments and recommendations for consideration as conditions of approval by the Planning Board:

1. It is recommended that the Planning Board condition approval of the detailed preliminary plans upon the Applicant's submission of as-built plans to the Planning & Community Development Department upon completion of the project.
2. It is recommended that the Planning Board condition approval of the project upon the Town Attorney reviewing and approving the decommissioning plan and bond.
3. It is recommended that the Planning Board condition approval of the project upon the Applicant's submission of the Public Environmental Benefit fee.

4. It is recommended that the Planning Board condition approval of the project upon the Applicant's submittal of the required \$750.00 renewal fee (calculated as 50% of the original \$1500.00 fee) as per the Town fee schedule adopted September 5, 2025.

5. It is recommended that the Planning Board condition approval of the project upon the Applicant's preparation. Submission, review, and filing of the access easement from the Town that is required for the project to develop the proposed entrance to the solar project

SEQR

A thorough review of the potential environmental impacts associated with the project was conducted by the Planning Board and on February 21, 2023, the Planning Board issued a Negative Declaration of Environmental Significance for the project by Resolution 23-12A

RECOMMENDATION

In light of the above, it is the recommendation of Planning & Community Development Department Staff that any Planning Board consideration for approval of the detailed preliminary plan be conditioned subject to the aforementioned recommendations and any Planning Board Member Meeting comments or modification requests.

If I can be of any further assistance, please contact me.

Sincerely yours,

Trevor Cole, AICP
Sr. Planner



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JESSICA KOGUT, AICP

PLANNING BOARD SECRETARY
MICHELE BUCKMINSTER

February 18, 2026

Thomas McGowan
215 Pardy Road.
Plattsburgh, NY 12901

RE: McGowan Subdivision 2025
Detailed Preliminary Plan Review Meeting

Dear Mr. McGowan:

Transmitted herewith is a copy of Resolution No. 26-06A & 26-06B dated February 17, 2026, wherein the Town of Plattsburgh's Planning Board has made the required SEQR determination and your detailed preliminary subdivision plan was approved subject to your complying with all items contained in the list of recommendations, changes, additions and modifications prepared by the Planning Department and dated February 6, 2026.

In order to complete your subdivision, you are hereby required to do the following:

1. Submit to the Town of Plattsburgh Planning Office a revised preliminary plan with ALL the changes as noted on the list of recommendations, changes, additions, and modifications dated February 6, 2026.

Further, pursuant to and as required by the Town of Plattsburgh's subdivision regulations, failure to comply with the above outline requests within 180 days from the date of approval will cause the approval which has been given to your plan to expire on August 16, 2026, and will require submittal of a new subdivision application and map. Your immediate attention is requested on this matter.

Upon the Town of Plattsburgh's Planning Department reviewing and accepting your revised preliminary plan, you will be requested to submit five (5) paper sets of plans. Your signature will be required on those plans as an agreement that you will proceed with the project in accordance with the approved preliminary plan.

If there are any questions relative to the above, please contact the Planning Department.

Sincerely yours,
Tim Palmer, Chairman of the Planning Board

A handwritten signature in black ink, appearing to read 'Trevor Cole', with a long horizontal flourish extending to the right.

Trevor Cole, AICP
Senior Planner

Pc: RMS, P.C.
Jeremiah Cross, Assessor (180.-3-4.5)

**TOWN OF PLATTSBURGH
PLANNING BOARD MEETING
FEBRUARY 17, 2026**

The Public Hearing is called to order at: 5:11 p.m. by the Chairman of the Planning Board for the purpose of hearing all persons interested in, or wanting to comment:

MCGOWAN SUBDIVISION 2025- Request for a 6-lot subdivision of a 100.99-acre lot resulting in lot 1 being 99.48-acres of remaining lands, lots 2-5 being new buildable lots and lot 6 to be conveyed to the Town for a public road with utilities. Located on Sears Blvd. with public water and private sewer; Zoned R2; Tax Map Parcel #180.-3-4.5; Owner/Applicant Thomas McGowan; Engineer RMS **SEQRA DETERMINATION & DETAILED PRELIMINARY PLAN REVIEW**

PERSONS SPEAKING FOR OR AGAINST

None

The hearing was adjourned at: 5:12 p.m.

**TOWN OF PLATTSBURGH
PLANNING BOARD MEETING
FEBRUARY 17, 2026**

Resolution No. 26-06A

Motioned by: Joseph Krupka

WHEREAS, the Town of Plattsburgh Planning Board has before it a project known as the:

MCGOWAN SUBDIVISION 2025- Request for a 6-lot subdivision of a 100.99-acre lot resulting in lot 1 being 99.48-acres of remaining lands, lots 2-5 being new buildable lots and lot 6 to be conveyed to the Town for a public road with utilities. Located on Sears Blvd. with public water and private sewer; Zoned R2; Tax Map Parcel #180.-3-4.5; Owner/Applicant Thomas McGowan; Engineer RMS **SEQRA DETERMINATION**; and

WHEREAS, Part 617 of the Environmental Conservation Law - "State Environmental Quality Review Act", Section 8-0113 provides for the review of any "ACTION" to determine the effect of said action on the environment, along with any related administrative procedures for the implementation, authorization or approval of said action; and

WHEREAS, said Part 617 of the Environmental Conservation Law provides for an involved agency to review any action for the purpose of determining the effect of said action on the environment; and

WHEREAS, said determination of the effect of said action on the environment will be necessary to determine whether a Draft Environmental Impact Statement (DEIS) is required; and

WHEREAS, the Town's Planning Board is considered an involved agency in accordance with State and Local Laws for the purpose of assessing the effect of this "Project" on the environment and whether or not said effect is significant enough to warrant the preparation of a DEIS; and

WHEREAS, the Town's Planning Board has determined that the project is an UNLISTED "ACTION" in accordance with said Environmental Review Procedures and a coordinated review will NOT be done; therefore be it

RESOLVED, that at the meeting, the Town Planning Board has reviewed the Part 2 EAF and has not identified any moderate to large adverse environmental impacts; and

RESOLVED, that the Town's Planning Board does hereby receive and place on file the x Subdivision and Site Plan applications, maps, plans, completed EAF and other related material submitted; and, be it further

RESOLVED, that the Town's Planning Board of the Town of Plattsburgh after review of the said x Subdivision and _____ Site Plan application, maps, plan, completed EAF, and related materials does hereby determine that the "Project" will NOT have a significant effect on the environment. Therefore, the preparation of a DEIS is NOT required; and, be it further

RESOLVED, that the Town's Planning Board of the Town of Plattsburgh does hereby authorize and direct the Chairman of the Planning Board to have prepared and to execute a "Notice of No Significant Environmental Impact" (NEGATIVE DECLARATION) for this "Project"; and, be it further

RESOLVED, that the "Notice of No Significant Environmental Impact" (NEGATIVE DECLARATION) shall be disseminated to those involved Agencies and Governmental Units as required by said Part 617 of the Environmental Conservation Law and all related material shall be maintained on file at the Town Hall Offices of the Planning Board and available for Public Inspection.

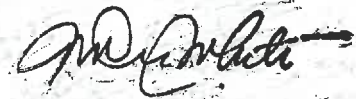
Seconded By: Sarah Cayea

Discussion: Town Senior Planner, Trevor Cole informed the Planning Board that the project had submitted a complete SEQRA short form EAF Part I and that Staff had completed Part II for their review. Mr. Cole indicated that staff had not identified any significant environmental issues associated with the project. Mr. Cole informed the Planning Board that a draft resolution had been prepared for their consideration and, if they concurred with the answers to Part II EAF, they could file a Negative Declaration of environmental significance for the project.

| | <u>Yes</u> | <u>No</u> |
|----------------------|------------|-----------|
| Roll Call: | | |
| Terry Senecal | X | |
| Debbie Blake | X | |
| James Sherman | X | |
| Malana Tamer | X | |
| Sarah Cayea | X | |
| Joseph Krupka | X | |
| Tim Palmer, Chairman | X | |

Carried: 7-0

TOWN CLERK, TOWN OF PLATTSBURGH



2-19-24

**TOWN OF PLATTSBURGH
PLANNING BOARD MEETING
FEBRUARY 17, 2026**

Resolution No. 26-06B

Motion by:

WHEREAS, the Town Planning Board has received and reviewed a detailed preliminary subdivision map and plan for:

MCGOWAN SUBDIVISION 2025- Request for a 6-lot subdivision of a 100.99-acre lot resulting in lot 1 being 99.48-acres of remaining lands, lots 2-5 being new buildable lots and lot 6 to be conveyed to the Town for a public road with utilities. Located on Sears Blvd. with public water and private sewer; Zoned R2; Tax Map Parcel #180.-3-4.5; Owner/Applicant Thomas McGowan; Engineer RMS **DETAILED PRELIMINARY PLAN REVIEW**; and

WHEREAS, public hearings for the said subdivision were held on February 17, 2026, in accordance with the Town of Plattsburgh subdivision regulations; and

WHEREAS, the subdivision map, plans and related material has been reviewed by the Town of Plattsburgh's Planning Department who has submitted the list of recommendations letter dated February 6, 2026, for the Planning Board's consideration; and

WHEREAS, the detailed preliminary subdivision map, plans and materials have been reviewed by the Town Highway Superintendent whose comments are included in the Planning Department Review Letter dated February 6, 2026; and

WHEREAS, the detailed preliminary subdivision map, plans and materials have been reviewed by the Town Water and Sewer Superintendent who has submitted a review comments letter dated February 6, 2026; now, therefore be it

RESOLVED, that the Town Planning Board of the Town of Plattsburgh does hereby:

- A. Receive and place on file the said list of recommendations, changes additions and modifications from the Planning Department dated February 6, 2026; and
- B. Concur with the said letter and ALL items listed therein; and
- C. Grant and approve the said preliminary subdivision plan subject to and under the following conditions:
 1. The applicants have their surveyor/engineer submit a revised paper plan and related material to the Planning Department showing compliance with all

items in the said checklist and list of recommendations dated February 6, 2026; and

2. Subject to the project complying with all conditions of the Clinton County Health Department and said conditions shall be reflected in the revised final plat.
 3. Subject to the applicant receiving permit approval from the Town Water and Wastewater Department. NYSDOH approval and Clinton County Health Department approval as required.
 4. Subject to inspection of the proposed road extension by the Town of Plattsburgh Highway Department.
 5. Subject to coordination and approval from the Town Highway Department for the location of appropriate signage (stop, directional, speed, road name, etc.).
 6. Subject to the receipt of a one (1) year road & utilities warranty bond upon final acceptance and recommendation for dedication by the Highway Superintendent, Water & Wastewater, Facilities, and Planning Departments.
 7. Subject to a final inspection of all road, water, stormwater, lighting infrastructure etc. conducted by the CCHD, Highway, Planning, and Facilities Departments.
 8. Subject to the applicant submitting the required \$700.00 detailed preliminary subdivision plat review fee.
 9. Subject to the Applicant submitting a check for \$1,000.00 to the Town Planning Department for the 4-lot Recreation Fee prior to final plat certification.
 10. Subject to the Applicant preparing the road deeds and associated forms for filing with the Clinton County Clerk.
 11. Subject to the applicant reimbursing the Town for engineering review fees for Storm Water Management review in accordance with Zoning Ordinance Section 7.11, and further,
- D. Require that upon the Planning Department certifying in writing that the revised paper subdivision (detailed preliminary) plans and related materials are in compliance with all the items requested, the applicant is required to submit the following:

1. Five (5) sets of paper copies of the accepted subdivision (detailed preliminary) plan; and
- E. Upon receipt of the said preliminary plans and other related materials, the Chairman of the Town of Plattsburgh's Planning Board is authorized to execute, as a Preliminary Subdivision Plan Approval, the paper copies of the subdivision maps and plans to be filed with the Town Planning Department; and
 - F. Upon completion of the project the Applicant shall provide final as-built subdivision plans showing all site work as constructed, to the Planning & Community Development Department upon completion of road construction and prior to residential development; and further
 - G. Require that the applicant shall have the said approved Final Subdivision maps and plans filed in the Clinton County Clerk's Office in accordance with the Town of Plattsburgh subdivision regulations; and be it further

RESOLVED, that upon the submittal of the "Final" subdivision plan duly filed in the Clinton County Clerk's Office, the Codes Enforcement Officer shall then be notified and authorized to issue building permits for parcels within the said subdivision.

Seconded By: Malana Tamer

Discussion :(Not Verbatim) Town Senior Planner, Trevor Cole provided a brief but detailed project summary and slide presentation outlining the project's components.

| Roll Call: | <u>Yes</u> | <u>No</u> |
|----------------------|------------|-----------|
| Terry Senecal | X | |
| Debbie Blake | X | |
| James Sherman | X | |
| Malana Tamer | X | |
| Sarah Cayea | X | |
| Joseph Krupka | X | |
| Tim Palmer, Chairman | X | |

Carried: 7-0

TOWN CLERK, TOWN OF PLATTSBURGH

[Signature]

2-19-24

**TOWN OF PLATTSBURGH
PLANNING BOARD MEETING
FEBRUARY 17, 2026**

February 6, 2026

McGowan Subdivision 2025

Project is located on Sears Blvd

Plans dated October 8, 2026

Plans received by Planning Department on January 27, 2026

Dear Mr. Palmer and Members of the Planning Board:

**COMMENTS, RECOMMENDATIONS, CHANGES, ADDITIONS, OR
MODIFICATIONS**

The Planning Department has reviewed the Detailed Preliminary Subdivision Plan for the above referenced project and offers the following comments:

1. The project will disturb greater than 1 acre of soil and will therefore require an erosion and sediment control plan. Please provide a copy of the permit or Notice of Intent Acknowledgement Letter to the Planning Department prior to any site disturbance.
2. The Zoning Information Table on Sheet C100 references lots 1-5 though the lots are numbered differently on the plat. Please align the numbering system. Additionally a sixth lot (the proposed road) should be added to the table.
3. Please provide the Planning & Community Development Department with a copy of the draft road deed for review.
4. As per the subdivision review checklist, the subdivision plan must show the location of the existing buried electric utilities and the location of streetlights.

WATER & WASTEWATER COMMENTS

1. The extension of the public water line will require coordination, review and approval by the Clinton County Health Department. The project shall be required to provide documentation of CCHD approval prior to certification of the detailed preliminary plans
2. All water and sewer relocation or new construction requires Town of Plattsburgh Water and Sewer Department Permits. After obtaining the necessary permits the project construction schedule shall be coordinated with Water and Sewer Departments within 72 hours advance notice for inspection of all work.

HIGHWAY COMMENTS

1. The roadside ditches for this development have been designed to be open and shall remain so. Future installation of buried culvert pipe to eliminate the drainage ditch and expand front yards is not permitted.
2. Driveway culverts should be added to Sheet C300 Road Profile.
3. Ditch and driveway profiles have been provided, but driveway culverts are missing from sheets C200, C300, C301. Please revise and provide detail.
4. New Driveways: A Highway Access Permit is required to be obtained from the Town of Plattsburgh Highway Department at their prevailing fee and the developer shall be responsible for any Town Highway Department Permit conditions.

RECOMMENDED CONDITIONS OF APPROVAL

The Planning Department has reviewed the Detailed Preliminary Subdivision Plan for the above referenced project and recommends the following conditions of approval for consideration by the Planning Board:

1. Subject to the project complying with all conditions of the Clinton County Health Department and said conditions shall be reflected in the revised final plat.
2. Subject to the applicant receiving permit approval from the Town Water and Wastewater Department. NYSDOH approval and Clinton County Health Department approval is required.
3. Subject to inspection of the proposed road extension by the Town of Plattsburgh Highway Department.
4. Subject to coordination and approval from the Town Highway Department for the location of appropriate signage (stop, directional, speed, road name, etc.).
5. Subject to the receipt of a one (1) year road & utilities warranty bond upon final acceptance and recommendation for dedication by the Highway Superintendent, Water & Wastewater, and Buildings and Grounds, and Planning Departments.
6. Subject to a final inspection of all road, water, stormwater, lighting infrastructure etc. conducted by the CCHD, Highway, Planning, Water, and Facilities Departments.
7. It is recommended that the Planning Board condition approval of the detailed preliminary plan and certification of future as-built plans upon the applicant reimbursing the Town for consultant stormwater review fees as per Section 7.13 of the Town Zoning Ordinance.

8. It is recommended that the Planning Board condition certification of the final plats upon the Applicant preparing the road deeds and associated forms for filing with the Clinton County Clerk and said materials are reviewed and approved by the Town Attorney.

FEES

1. The Applicant shall be required to submit a check for \$700.00 to the Town Planning Department for the detailed preliminary subdivision review fee prior to final plat certification.
2. The Applicant shall be required to submit a check for \$1,000.00 to the Town Planning Department for the 4-lot Recreation Fee prior to final plat certification.

SEQR

The project has provided the Part 1 Short EAF as attached. The Part 2 EAF was completed and reviewed at the meeting. Additional supplemental information was reviewed as provided. No significant adverse impacts were identified. It is the recommendation of the Planning Department that the Planning Board consider, based on the information and analysis of Part 2 of the EAF that the proposed action **WILL NOT** result in any significant adverse environmental impacts and does further recommend that the Planning Board find a **NEGATIVE DETERMINATION** of significance for this project.

RECOMMENDATION

In light of the above, it is the recommendation of the Planning & Community Development Department for the Planning Board to consider conditionally approving this request subject to the applicant complying with any requirements of the Planning Board and submitting a revised final plat and other requested materials in compliance with the above list of comments and recommendations.

If I can be of any further assistance, please contact me.

Sincerely yours,

Trevor Cole, AICP

Senior Planner

**TOWN OF PLATTSBURGH
PLANNING BOARD MEETING
FEBRUARY 17, 2026**

February 11, 2026

McGowan Subdivision 2026
Project is located on Sears Blvd
Plans dated October 8, 2026
Plans received by Planning Department on January 27, 2026

Dear Mr. Palmer and Members of the Planning Board:

**COMMENTS, RECOMMENDATIONS, CHANGES, ADDITIONS, OR
MODIFICATIONS**

The Planning Department has reviewed the Detailed Preliminary Subdivision Plan for the above referenced project and offers the following comments:

1. The project will disturb greater than 1 acre of soil and will therefore require an erosion and sediment control plan. Please provide a copy of the permit or Notice of Intent Acknowledgement Letter to the Planning Department prior to any site disturbance.
2. The Zoning Information Table on Sheet C100 references lots 1-5 though the lots are numbered differently on the plat. Please align the numbering system. Additionally a sixth lot (the proposed road) should be added to the table.
3. Please provide the Planning & Community Development Department with a copy of the draft road deed for review.
4. As per the subdivision review checklist, the subdivision plan must show the location of the existing buried electric utilities and the location of streetlights.

WATER & WASTEWATER COMMENTS

1. The extension of the public water line will require coordination, review and approval by the Clinton County Health Department. The project shall be required to provide documentation of CCHD approval prior to certification of the detailed preliminary plans
2. All water and sewer relocation or new construction requires Town of Plattsburgh Water and Sewer Department Permits. After obtaining the necessary permits the project construction schedule shall be coordinated with Water and Sewer Departments within 72 hours advance notice for inspection of all work.

HIGHWAY COMMENTS

1. The roadside ditches for this development have been designed to be open and shall remain so. Future installation of buried culvert pipe to eliminate the drainage ditch and expand front yards is not permitted.
2. Driveway culverts should be added to Sheet C300 Road Profile.
3. Ditch and driveway profiles have been provided, but driveway culverts are missing from sheets C200, C300, C301. Please revise and provide detail.
4. New Driveways: A Highway Access Permit is required to be obtained from the Town of Plattsburgh Highway Department at their prevailing fee and the developer shall be responsible for any Town Highway Department Permit conditions.

RECOMMENDED CONDITIONS OF APPROVAL

The Planning Department has reviewed the Detailed Preliminary Subdivision Plan for the above referenced project and recommends the following conditions of approval for consideration by the Planning Board:

1. Subject to the project complying with all conditions of the Clinton County Health Department and said conditions shall be reflected in the revised final plat.
2. Subject to the applicant receiving permit approval from the Town Water and Wastewater Department. NYSDOH approval and Clinton County Health Department approval is required.
3. Subject to inspection of the proposed road extension by the Town of Plattsburgh Highway Department.
4. Subject to coordination and approval from the Town Highway Department for the location of appropriate signage (stop, directional, speed, road name, etc.).
5. Subject to the receipt of a one (1) year road & utilities warranty bond upon final acceptance and recommendation for dedication by the Highway Superintendent, Water & Wastewater, and Buildings and Grounds, and Planning Departments.
6. Subject to a final inspection of all road, water, stormwater, lighting infrastructure etc. conducted by the CCHD, Highway, Planning, Water, and Facilities Departments.
7. It is recommended that the Planning Board condition approval of the detailed preliminary plan and certification of future as-built plans upon the applicant reimbursing the Town for consultant stormwater review fees as per Section 7.13 of the Town Zoning Ordinance.

8. It is recommended that the Planning Board condition certification of the final plats upon the Applicant preparing the road deeds and associated forms for filing with the Clinton County Clerk and said materials are reviewed and approved by the Town Attorney.

FEES

1. The Applicant shall be required to submit a check for \$700.00 to the Town Planning Department for the detailed preliminary subdivision review fee prior to final plat certification.
2. The Applicant shall be required to submit a check for \$1,000.00 to the Town Planning Department for the 4-lot Recreation Fee prior to final plat certification.

SEQR

The project has provided the Part 1 Short EAF as attached. The Part 2 EAF was completed by the Planning Department. Additional supplemental information was reviewed as provided. No significant adverse impacts were identified. It is the recommendation of the Planning Department that the Planning Board consider, based on the information and analysis of Part 2 of the EAF that the proposed action **WILL NOT** result in any significant adverse environmental impacts and does further recommend that the Planning Board find a **NEGATIVE DETERMINATION** of significance for this project.

RECOMMENDATION

In light of the above, it is the recommendation of the Planning & Community Development Department for the Planning Board to consider conditionally approving this request subject to the applicant complying with any requirements of the Planning Board and submitting a revised final plat and other requested materials in compliance with the above list of comments and recommendations.

If I can be of any further assistance, please contact me.

Sincerely yours,

Trevor Cole, AICP

Senior Planner

| | |
|----------|-------------|
| Project: | Mcgowan Sub |
| Date: | 2/17/2026 |

**Short Environmental Assessment Form
Part 2 - Impact Assessment**

Part 2 is to be completed by the Lead Agency.

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"


| | No, or small impact may occur | Moderate to large impact may occur |
|--|-------------------------------------|------------------------------------|
| 1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Will the proposed action result in a change in the use or intensity of use of land? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Will the proposed action impair the character or quality of the existing community? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 7. Will the proposed action impact existing: | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| a. public / private water supplies? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b. public / private wastewater treatment utilities? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 11. Will the proposed action create a hazard to environmental resources or human health? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

| | |
|----------|-------------|
| Project: | Mcgowan Sub |
| Date: | 2/17/26 |

**Short Environmental Assessment Form
Part 3 Determination of Significance**

For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

In consideration of the project designs and plans, maps, SEQRA part I, and Planning Board meeting discussions, it is the determination of the Planning Board that there will be little or no negative environmental impact from this development.

| | |
|---|--|
| <input type="checkbox"/> | Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required. |
| <input checked="" type="checkbox"/> | Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts. |
| Town of Plattsburgh - Planning Board | 2-17-26 |
| _____ Name of Lead Agency | _____ Date Chairman |
| _____ Print or Type Name of Responsible Officer in Lead Agency | _____ Title of Responsible Officer |
|  _____ Signature of Responsible Officer in Lead Agency | _____ Signature of Preparer (if different from Responsible Officer) |

PRINT FORM



TOWN OF PLATTSBURGH

PLANNING & COMMUNITY DEVELOPMENT

151 BANKER ROAD
PLATTSBURGH, NY 12901-7307

WWW.TOWNOFPLATTSBURGH.COM
DEPT. LINE: (518)-562-6850
FAX: (518)-563-8396
TDD: (800)-662-1220

SENIOR PLANNER
TREVOR COLE, AICP

SENIOR PLANNER
JESSICA KOGUT, AICP

PLANNING BOARD SECRETARY
MICHELE BUCKMINSTER

Supernaw Properties, LLC
69 Garrard Rd.
Mooers, NY 12958

RE: Supernaw Properties LLC Subdivision 2026
Sketch Plan Review Meeting

Dear Supernaw Properties LLC:

Transmitted herewith is a copy of Resolution No. 26-07 dated February 17, 2026, wherein the Town of Plattsburgh Planning Board accepted your sketch plan and authorized you to proceed to Detailed Preliminary Plan submittal subject to complying with the conditions of said resolution and the checked items on the subdivision application checklist completed by the Town Planning & Community Development Office and dated February 6, 2026.

It is requested that you have your licensed land surveyor and/or professional engineer submit five (5) paper copies of the Detailed Preliminary map and Plan in accordance with the subdivision regulations and the items requested on said subdivision application checklist, as completed by the Planning & Community Development Department dated February 6, 2026, along with all other required materials to the Town Planning & Community Development Office a minimum of three (3) weeks before the Planning Board meeting at which your Detailed Preliminary Plan is to be considered.

The next regularly scheduled Planning Board Meeting is March 17, 2026, and deadline for the Planning Board Meeting is February 24, 2026. If you have any questions regarding the above information, please contact the Planning & Community Development Office at the Town of Plattsburgh.

Sincerely yours,
Tim Palmer, Chairperson of the Planning Board

Trevor Cole, AICP
Senior Planner

Pc: RMS, Project Engineer

**TOWN OF PLATTSBURGH
PLANNING BOARD MEETING
FEBRUARY 17, 2026**

Resolution No. 26-07

Motion by: Sarah Cayea

WHEREAS, the Town Planning Board has received and reviewed a Sketch Plan Application, Sketch Plan, and Sketch Plan Fees for:

SUPERNAW PROPERTIES LLC SUBDIVISION 2026- Request for a 2-lot subdivision of a 3.98-acre lot resulting in lot 1 being a 2.11-acre new buildable lot, and lot 2 being a 1.87-acre new buildable lot. Located on the corner of Montana Dr. and Kansas Ave. with public water and public sewer; Zoned A2; Tax Map Parcel #233.-5-13; Owner Unitarian Universalist Fellowship of Plattsburgh; Applicant Supernaw Properties LLC; Engineer RMS **SKETCH PLAN REVIEW** and;

WHEREAS, Part 617 of the Environmental Conservation Law - "State Environmental Quality Review Act" (SEQRA), provides for the review of any "ACTION" to determine the effect of the action on the environment, along with any related administrative procedures for the implementation, authorization or approval of the action; and

WHEREAS, the Town of Plattsburgh Planning & Community Development Department has conducted a Sketch Plan Review of the proposed subdivision and has submitted a completed subdivision checklist and review letter dated February 6, 2026, for the Town Planning Board to review and consider; now therefore be it

RESOLVED, that the Town of Plattsburgh Planning Board after a review of the said application, sketch plan and recommended checklist items does hereby determine that the proposed project is as checked below:

- An action involving a Federal Agency - A final EIS for the action has been duly prepared under the National Environmental Policy Act of 1969 and a findings statement pursuant to NYS Environmental Law Part 617.11 will be prepared by the Town's Planning Board.
- Type I Action - a coordinated review will be conducted and the Town of Plattsburgh Planning Board shall request to be designated lead Agency;
- Type II Action - no further environmental review is necessary;
- Unlisted Action:
 - A coordinated review will not be done

A coordinated review will be done and the Town of Plattsburgh Planning Board shall request to be designated lead agency

A coordinated review will be done and the Town of Plattsburgh Planning Board does hereby designate _____ to assume the lead agency role in accordance with the New York State Environmental Law; and, be it further

RESOLVED, that the Town of Plattsburgh Planning Board, after a review of the said sketch plan application, sketch plan documents and recommended checklist of items submitted with related materials, does hereby:

- A. Receive and place on file the subdivision checklist of the Town of Plattsburgh's subdivision application and project review letter completed by the Town Planning & Community Development Department dated February 6, 2026; and
- B. Concur and accept the findings and recommendations contained therein; and
- C. Require that the applicant have her/his licensed land surveyor and/or professional engineer submit five (5) paper copies of a Detailed Preliminary Subdivision Map and Plans in accordance with the subdivision regulations and checklist items as recommended by the Town Planning & Community Development Department and as shown on the checklist; and
- E. Require that the applicant submit ALL REQUIRED PERMITS, APPLICATIONS, DRAWINGS AND ALL OTHER MATERIALS as indicated on said CHECKLIST; and, be it further

RESOLVED, that the said Detailed Preliminary map, plans and related materials as listed above shall be submitted to the Town Planning & Community Development Department twenty-one (21) days prior to the Planning Board Meeting at which time the above-said map, plan and related materials are to be considered.

Seconded By: Joseph Krupka

Discussion (Not Verbatim): Town Senior Planner, Jessica Kogut provided a brief but detailed project summary and slide presentation outlining the project's components.

| | <u>Yes</u> | <u>No</u> |
|----------------------|------------|-----------|
| Roll Call: | | |
| Terry Senecal | X | |
| Debbie Blake | X | |
| James Sherman | X | |
| Malana Tamer | X | |
| Sarah Cayea | X | |
| Joseph Krupka | X | |
| Tim Palmer, Chairman | X | |

Carried: 7-0

TOWN CLERK, TOWN OF PLATTSBURGH
[Signature]
2-4-26

**TOWN OF PLATTSBURGH
PLANNING BOARD MEETING
FEBRUARY 17, 2026**

February 6, 2026

Supernaw Properties LLC Subdivision 2026

Sketch Plan Review

Project is located on Sears Blvd.

Plans dated January 2026

Plans received by Planning Department on January 27, 2026

SKETCH PLAN REVIEW IS INTENDED TO:

1. Enable the Applicant to inform the Planning Board of his/her proposal prior to the submittal of a formal detailed subdivision plan application; and
2. Allow the Planning Board to review the basic subdivision layout; and
3. Allow the Planning Board to advise the Applicant as to potential problems, concerns and conformity with the Town Zoning Ordinance; and
4. Allow the Planning Board to determine the information to be required with the formal detailed subdivision application; and
5. Allow the Planning Board and Applicant to review the project so as to determine the type of action and procedures to be followed in accordance with Article 8 provisions of the New York State Environmental Quality Review Act; and
6. Establish applicable fees and reimbursable costs for the proposed project

PLANNING DEPARTMENT SKETCH PLAN REVIEW COMMENTS

The Planning & Community Development Department has conducted a sketch plan review of Supernaw Properties LLC Subdivision 2026 and recommends to the Planning Board that the project be required to respond to the following comments for further staff review and Planning Board consideration of the detailed preliminary plan:

1. Please respond to the Subdivision Checklist, dated February 6, 2026, prepared by the Planning staff.
2. It is recommended that the applicant be required to add notes to the plan as checked on the Planning Board Notes checklist.

HIGHWAY

1. A Highway Access Permit is required to be obtained from the Town of Plattsburgh Highway Department at their prevailing fee and the developer shall be responsible for any Town Highway Department Permit conditions.

WATER & WASTEWATER

1. All water and sewer relocation or new construction requires Town of Plattsburgh Water and Sewer Department Permits. After obtaining the necessary permits the project construction schedule shall be coordinated with Water and Sewer Departments within 72 hours advance notice for inspection of all work.

FEES

2. The project is required to provide a \$150.00 subdivision fee for detailed review with the detailed preliminary plan submittal.

SEQRA

Planning & Community Development Department Staff has reviewed the Part I SEQRA Short Form EAF submitted with the subdivision application, subdivision map and other documents associated with the project and recommends that the Planning Board consider the project to be an "Unlisted Action". This subdivision is associated with a proposed site plan, therefore we will review the site plan and subdivision together under SEQRA.

**TOWN OF PLATTSBURGH
PLANNING BOARD NOTES**

Water and Sewer

- 1. All water and sewer relocation or new construction requires Town of Plattsburgh Water and Sewer Department Permits. After obtaining the necessary permits the project construction schedule shall be coordinated with Water and Sewer Departments within 72 hours advance notice for inspection of all work.
- 2. A water service permit is required to be obtained from the Town Water and Sewer Department at their prevailing fee and the developer shall be responsible for any Town Water and Sewer Department permit conditions.

Highway

- 1. A Highway Access Permit is required to be obtained from the Town of Plattsburgh Highway Department at their prevailing fee and the developer shall be responsible for any Town Highway Department Permit conditions.
- 2. A NYS Department of Transportation Highway Access Permit and Permit to work within a NYS Department of Transportation (NYS DOT) right-of-way are required to be obtained from NYS DOT and the developer is responsible for any permit conditions.
- 3. A Clinton County Highway Access Permit is required to be obtained from the Clinton County Highway Department and the developer is responsible for any permit conditions.

Signs

- 1. No sign other than for the purpose of traffic control as shown on the approved detailed preliminary plan shall be installed without first obtaining a permit or approval from the Zoning Enforcement Officer or Zoning Board of Appeals. This detail preliminary plan approval does not constitute a waiver for *Zoning Ordinance*, Article VI requirements.

Landscaping

- 1. All disturbed areas of the project shall be topsoiled and seeded and erosion control measures shall be implemented for stormwater runoff as shown on the detail preliminary plan.
- 2. A landscaping plan shall be provided for Planning Board review and approval. This plan shall be submitted with sufficient time for Planning Board review, approval, and for the applicant to have the landscaping materials installed prior to any request for a Certificate of Occupancy.
- 3. The Landscaping Plan consisting of planting schedule, plant type, and size can not be changed or substituted with out Planning Department consultation and/or Planning Board Approval on the preliminary plan.

Handicap Parking

1. All handicap compliant parking spaces constructed shall be certified by the Zoning enforcement Officer to be in compliance with NYS Building Codes prior to issuance of any Certificate of Occupancy.

Site Lighting

1. All exterior lighting in connection with all building, signs, or other uses shall be directed away from adjoining streets and properties and shall not cause any objectionable glare observable from such streets or properties. All lighting shall be designed to minimize glare in the area being lighted and shall be shielded so as to prevent glare on adjacent property.
2. In no event shall any site lighting device in connection with this project be so placed or directed so as to present the beams and elimination there from to be directed or beamed skyward, upon a private or public street, highway, sidewalk or adjacent premises or property so as to cause glare or reflection that may constitute a traffic hazard or nuisance.
3. A site lighting plan shall be provided for Planning Board review and approval. This plan shall be submitted with sufficient time for Planning Board review, approval, and for the applicant to have the lighting materials installed prior to any request for a Certificate of Occupancy.

On Site Septic System

1. The project site is currently not served by a public sewer. As a result an on-site septic system must be used. The applicant must obtain a permit from the Clinton County Department of Health for the construction prior to the construction of any on-site septic system. The septic system must be installed according to Clinton County Department of Health guidelines and permit conditions.

Fuel Storage Tanks

1. Installation of underground or above ground LP storage tanks require compliance with all NFPA requirements and detailed construction plans certified by a professional engineer to be in compliance with NFPA requirements shall be submitted to the Town of Plattsburgh Code Enforcement Officer prior to installation of any LP storage tanks shown on these site plans.

Dig Safely New York

1. Always call Dig Safely New York (1-800-962-7962) two-ten working days prior to your dig or excavation. Dig with care! Always hand dig when within 2 feet on either side of any marked lines. If damage, contact, or disturbance of any underground utility line occurs, immediately notify the affected facility operator, utility or pipeline company. If damage to an underground facility creates an emergency, take immediate steps to safeguard health and property. Contact 911.

Site Plan Approval Time Line

1. Unless otherwise extended by the Planning Board this Site Plan Approval shall expire upon the following occurrences:
- a. The applicant fails to undertake the proposed action or project, or
 - b. Fails to obtain any necessary building permits, within one year from the detail preliminary plan approval resolution date. A Site Plan Review Decision which has become invalid or which has expired pursuant to the terms of the resolution may be renewed upon application by the Applicant, payment of any applicable fee, and approval of the application by the Planning Board.

Subdivision with or without Improvements

1. Unless otherwise extended by the Planning Board this Subdivision plan shall expire upon the following occurrences:
- a. Approval of the preliminary plan shall expire after one hundred eighty (180) days from the date of approval. Extension for two periods of ninety (90) days may be granted by the Planning Board upon application.
 - b. Approval of the final plan shall expire within sixty (60) days from the date of such approval unless within such 60 day period, such plat shall have been duly recorded and/or filed in the County Clerk's office.

2. Realty Subdivision review by the Clinton County Department of Health is required if the proposed subdivision is five (5) or more lots, designated by metes and bounds, each comprising of five (5) acres or less within any three (3) year period.

3. Upon completion of all proposed improvements, the developer shall provide the Town of Plattsburgh with "as-built" subdivision plans for certification by the Planning Board Chairman. Certification of the as-built plans is required prior to issuance of a building permit by the Town of Plattsburgh Code Enforcement officer.

Planning Department Subdivision Review Checklist

An application for detailed subdivision plat approval shall be made in writing and shall be accompanied by a detailed subdivision plan and report prepared by a licensed land surveyor and/or professional engineer along with required fees. The application, including the detailed subdivision plat and fees, shall be submitted to the Secretary of the Planning Board a minimum of twenty-one (21) consecutive days before the scheduled Planning board meeting at which the detailed subdivision plat is to be reviewed. Said detailed plat application packet shall contain all information as designated on the following checklist. If the Applicant and Planning Board discussed the project at a Sketch Plan Conference (SPC), the required information shall be drawn from the following checklist together with other elements as determined necessary by the Planning Board at said SPC. Plans shall be drawn to a scale of one (1) inch equals fifty (50) feet unless otherwise specified.

| Required | N/A | Subdivision Plat Review Elements |
|---|-------------------------------------|--|
| Project: Supernaw Subdivision 2026 | | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Title of drawing, including name and address of applicant and person responsible for preparation of such drawing |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | North arrow, graphic and numeric scale and date (initial plan date and provisions for plan revision dates) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Metes and bounds dimensions of the property prepared by a Land Surveyor licensed in New York State, with lot area labeled in square feet or acres |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | All existing and proposed structures, features, and land use activities |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Reference to parcels/lots adjacent to the subject parcel with the owner's name and address with current tax map ID, deed date, and recording data along with previous subdivision map reference, if any |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Lots within the proposed subdivision numbered in numerical order within blocks, and blocks lettered in alphabetical order |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Minimum setback lines shown on all proposed lots |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Existing watercourses, flood hazard areas, flood insurance zones, and New York State designated and Army Corps of Engineers wetland areas, prepared by a Licensed Land Surveyor |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Grading and drainage plan, showing existing and proposed contours at a maximum of two (2) foot contour interval (USGS - NGVD datum for contour information on the detailed site plan shall be taken from existing USGS - NGVD Vertical Control monuments with their bench mark reference designated on the site plan). Planimetric and topographic information shall extend a minimum of fifty feet (50') beyond the property boundary |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Comparison of proposed project's NGVD elevations with elevations designated on the public sanitary system. Results thereof shall appear on the detailed site plan. (this applies only when a proposed site plan project is within 2,000 feet of an existing public sanitary sewer collection or treatment facility) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Exterior dimensions of all existing and proposed structures, with distances between all structures and distances between all structures and property lines properly dimensioned |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Location, design, construction materials and written specifications of all existing and proposed site improvements including drains, culverts, retaining walls, and fences |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Method of sewage disposal with location, design, construction materials and within specifications of such facilities, properly dimensioned and location of any existing facilities |

Planning Department Subdivision Review Checklist

| √ | N/A | Subdivision Plat Review Elements |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Location and results of percolation tests, with notation of subsurface conditions and depth to groundwater unless pits are dry at a depth of five (5') feet along with reference to any Clinton County Health department ISTS permits and conditions |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Method of securing water with location, design, construction materials, and specifications of such facilities, properly dimensioned with locations of any existing wells or infrastructure |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The location of water mains, sewer mains, valves, manholes, stormwater pipes and catchbasins |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | The location of unerground energy utilities, conduit, and utility manholes |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The location of all planned street improvements and public facilities, existing and proposed watercourses, edge of pavement, curbs, roadside ditches, and sidewalks |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Street names and right-of-way lines |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The length of all straight lines, angles, radii, curves, and distances of each proposed street |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The distance along a street from one property corner (5') to the nearest existing street intersection |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Existing and proposed pedestrian and vehicular links to adjacent lots and public rights-of-way |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | All Parcels to be dedicated to public use and the conditions of such dedication |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Location and description of Town right-of-way monuments to Town specifications |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | The location of temporary markers to enable the Board to readily locate and appraise the basic layout in the field, unless an existing street intersection is shown |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Location of existing and proposed fire and other emergency zones, including the location of fire hydrants |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Fire protection adequacy report and/or fire flow test results not more that twenty-four (24) months old |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identification of applicable Town service districts (water, sewer, lighting, ambulance, fire) and location of Town service district boundary lines |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Location, design, construction materials, and written specifications of all proposed energy distribution facilities, including electrical, gas and solar energy, properly dimensioned |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Location of all existing underground energy/communications utilities conduit and manholes |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Location of existing and proposed buffer areas, including existing and proposed vegetative cover (refer to Section 5.14 of the Town Zoning Ordinance) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Location design and written specifications of all existing and proposed outdoor lighting facilities |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Identification of each land use activity and the numerical amount of building area for all existing and proposed structures and land use activities within the project |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Location, design and written specifications of all materials to be used in the landscaping plan and planting schedule for the proposed project |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Location of all trees on the site over one foot (1') in diameter at four feet (4') above ground level except in wooded areas where the outline of the wooded area shall be shown |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | landscaping and planting schedule previously approved for the site relative to planting existing at the time of the new detailed plan approval |

Planning Department Subdivision Review Checklist

| √ | N/A | Subdivision Plat Review Elements |
|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Project schedule for all site plan improvements and proposed buildings or structures |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Record of all other applications and approval status of all necessary permits from federal, state, county and local officials |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | A Storm Water Management Report, prepared by a licensed engineer, providing, at a minimum, the following information: Narrative of proposed storm water management system and basis of design. Basis of closed storm water conveyance systems to be a ten (10) year storm event. Provide computations for flow, size and scope of each pipe section. Pre-development and post development runoff generation. Detention facilities shall be based upon a twenty-five (25) year post development runoff with peak discharge limited to the pre-development runoff from a ten (10) year storm event at the discharge point |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Erosion and Sediment Control Plan consistent with New York State Standards and Specifications |
| √ | N/A | Details Required |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Public Access Road typical with proposed cross section details at 50 foot intervals |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Typical Sidewalk details |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Typical driveway detail with culvert pipe and ditch line |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Public water main detail with profile sections |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Public sewer main details with profile sections |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Open drainage details with profile and cross section details at 50 foot intervals |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Utility/water/sewer trench cross section details |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Sanitary sewer manhole detail, complete with cross section |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Private septic tank and leach field details and reference to ISTS permit if applicable |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Water/sewer service lateral to main with tap, connection, valves, etc. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Private well details |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Meter and meter pit detail |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Fire hydrant detail |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Streetlight detail |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Stormwater catch basin detail |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Stormwater management facilities detail with area and volume calculations and cross section details at 50 foot intervals |

Planning Department Subdivision Review Checklist

| | | |
|---|-------------------------------------|---|
| √ | N/A | Subdivision Plat Review Elements |
| Identification of any permits required for the project's execution | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Federal: |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | State: |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | County : |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Local (Highway): access permits |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Local (Water & Wastewater): water and sewer service permits |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Zoning: Variance |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Environmental: SEQRA Review |

| | | |
|--|-------------------------------------|---|
| Additional Information Required | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Traffic Impact Analysis |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Wetland Delineation |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Phase IA/IB Cultural Resource Investigation |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Conceptual Drawings, 3D renderings |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Environmental Impact Statement (EIS) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Other: |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | |

| | | |
|--|-------------------------------------|--|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Subdivision Fees: See Attached Town of Plattsburgh 2015 Fee Schedule. All fees shall be submitted along with the detailed site plan |
| Sketch Plan fee: 100.00 Detailed Plan Fee: 150.00 Recreation Fee: 4500.00 | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | An estimated project site plan improvement construction cost sheet, excluding building cost as calculated on the "Schedule A" Cost Estimate Worksheet; |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Construction deposit required (3% of "Schedule A" Cost Estimate Total) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Other elements integral to the proposed site plan development as identified in the Planning Board Staff project review |

Costs incurred by the Planning Board for professional consultation services or extended staff reviews in connection with the review of a detailed subdivision plan application shall be changed to the Applicant. Additional Staff review costs or other expenses may be charged to the Applicant in accordance with section 7.11 of the Town Zoning Ordinance.

Fee Schedule derived from Town Board Resolution 25-207, dated 9/5/2025

| | |
|--------------------------------------|-----------------------|
| Staff Reviewer: Jessica Kogut | Date: 2/4/2026 |
|--------------------------------------|-----------------------|



TOWN OF PLATTSBURGH

PLANNING & COMMUNITY DEVELOPMENT

151 BANKER ROAD
PLATTSBURGH, NY 12901-7307

WWW.TOWNOFPLATTSBURGH.COM
DEPT. LINE: (518)-562-6850
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SENIOR PLANNER
TREVOR COLE, AICP

SENIOR PLANNER
JESSICA KOGUT, AICP

PLANNING BOARD SECRETARY
MICHELE BUCKMINSTER

February 18, 2026

Supernaw Properties, LLC
69 Garrand Rd.
Mooers, NY 12958

RE: Supernaw Properties LLC Site Plan 2026
Sketch Plan Review Meeting

Dear Supernaw Properties, LLC:

Transmitted herewith is a copy of Resolution No. 26-08 dated February 17, 2026, wherein your Sketch site plan was authorized to proceed to **Detailed Preliminary Site Plan** submittal subject to complying with the checked items on the site plan application checklist completed by the Planning & Community Development Department dated February 6, 2026.

It is requested that you have your licensed land surveyor and/or professional engineer submit five (5) paper copies of the **Detailed Preliminary Site Map and Plan** in accordance with the Town's *Zoning Ordinance* regulations and the items requested on said site plan application checklist, as completed by the Planning & Community Development Department and dated February 6, 2026, along with all other required materials to the Planning & Community Development Department a minimum of twenty-one (21) days before the Planning Board meeting at which your detailed preliminary plan is to be considered.

If you have any questions relative to the above, please contact the Planning & Community Development Department at the Town of Plattsburgh.

Sincerely yours,
Tim Palmer, Chairperson of the Planning Board

Trevor Cole, AICP
Senior Planner

**TOWN OF PLATTSBURGH
PLANNING BOARD MEETING
FEBRUARY 17, 2026**

Resolution No. 26-08

Motion by: Terry Senecal

WHEREAS, the Town Planning Board has received an application, sketch site plan, and sketch plan review fees for the following project:

SUPERNAW PROPERTIES LLC SITE PLAN 2026- Request to construct multi-family housing of 30 rental units in three eight-plex and one six-plex with related site improvements. Located on the corner of Montana Dr. and Kansas Ave with public water and public sewer; Zoned A2; Tax Map Parcel #233.-5-13; Owner Unitarian Universalist Fellowship of Plattsburgh; Applicant Supernaw Properties LLC; Engineer RMS **SKETCH PLAN REVIEW**; and

WHEREAS, the Town of Plattsburgh's Planning & Community Development Department has conducted a sketch site plan review of the "Project" and has submitted a Project review letter and checklist for detailed preliminary plans dated February 6, 2026, as part of the Town of Plattsburgh *Zoning Ordinance* Article VII Site Plan Review Procedures for the Town Planning Board to review and consider; and

WHEREAS, the Town's *Zoning Ordinance*, dated June 2023, Sections 7.7 and 8.4 requires a public notice and hearing and said notice shall be provided to the owners of the properties abutting that land within 500 feet and said notice shall be mailed at least five calendar days prior to the meeting; and

WHEREAS, Part 617 of the Environmental Conservation Law - "State Environmental Quality Review Act" (SEQRA), provides for the review of any "ACTION" to determine the effect of the action on the environment, along with any related administrative procedures for the implementation, authorization or approval of the action; now therefore be it

RESOLVED, that the Town of Plattsburgh's Planning Board after a review of the said application, sketch plan and the Planning & Community Development Department's recommended checklist items does hereby determine that the proposed projects is as checked below:

- An action involving a Federal Agency - A final EIS for the action has been duly prepared under the National Environmental Policy Act of 1969 and a findings statement pursuant to NYS Environmental Law Part 617.11 will be prepared by the Town's Planning Board.
- Type I Action - a coordinated review will be conducted, and the Town of Plattsburgh Planning Board shall request to be designated lead Agency;
- Type II Action - no further environmental review is necessary;

- Unlisted Action:
- A coordinated review will not be done
- A coordinated review will be done and the Town of Plattsburgh Planning Board shall request to be designated lead agency
- A coordinated review will be done and the Town of Plattsburgh Planning Board does hereby designate _____ to assume the lead agency role in accordance with the New York State Environmental Law; and be it further

RESOLVED, that Planning & Community Development Department will provide public notice and schedule a public hearing and said notice shall be provided to the owners of the properties abutting that land within 500 feet and said notice shall be mailed at least five calendar days prior to the meeting; and be it further

RESOLVED, the Planning Board shall additionally provide notice as required in Sections and 7.7 and 8.4, Paragraphs A, B, and C of the Town's *Zoning Ordinance* dated June 2023; and be it further

RESOLVED, upon receipt of a complete Detailed Preliminary Plan Application for the above referenced project the Planning board shall refer the application to the Clinton County Planning Board in conformance with NYS General Municipal Law Section 239m; and be it further

RESOLVED, that the Town of Plattsburgh's Planning Board after a review of the site plan and the Planning & Community Development Department's Staff Review Comments letter dated February 6, 2026, does hereby:

- A. Receive and place on file the site plan review letter and checklist completed by the Town's Planning & Community Development Department dated February 6, 2026; and
- B. Concur and accept the findings and recommendations contained therein; and
- C. Require that the applicant have his licensed land surveyor and/or professional engineer submit five (5) paper copies of a **Detailed Preliminary Site Map and Plan** in accordance with the checklist items as recommended by the Town's Planning & Community Development Department and as shown on the checklist.
- D. Require that the applicant submit **ALL REQUIRED PERMITS, APPLICATIONS, DRAWINGS AND ALL OTHER MATERIALS** as indicated on the said checklist.

Seconded By: Malana Tamer

Discussion (Not Verbatim): Town Senior Planner, Jessica Kogut provided a brief but detailed project summary and slide presentation outlining the project's components.

| | <u>Yes</u> | <u>No</u> |
|----------------------|------------|-----------|
| Roll Call: | | |
| Terry Senecal | X | |
| Debbie Blake | X | |
| James Sherman | X | |
| Malana Tamer | X | |
| Sarah Cayea | X | |
| Joseph Krupka | X | |
| Tim Palmer, Chairman | X | |

Carried: 7-0

TOWN CLERK, TOWN OF PLATTSBURGH



2-19-24

**TOWN OF PLATTSBURGH
PLANNING BOARD MEETING
FEBRUARY 17, 2026**

February 6, 2026

Supernaw Properties LLC Site Plan 2026

Project is located on the corner of Montana Dr. and Kansas Ave.

Plans dated January 2026

Plans received by Planning Department on January 27, 2026

SKETCH PLAN REVIEW IS INTENDED TO:

1. Enable the Applicant to inform the Planning Board of his/her proposal prior to the submittal of a formal detailed site plan application; and
2. Allow the Planning Board to review the basic site design concept; and
3. Allow the Planning Board to advise the Applicant as to potential problems, concerns and compliance with the Town Zoning Ordinance; and
4. Allow the Planning Board to determine the information to be required with the formal detailed site plan application; and
5. Allow the Planning Board and Applicant to review the project so as to determine the type of action and procedures to be followed in accordance with Article 8 provisions of the New York State Environmental Quality Review Act; and
6. Establish applicable fees and reimbursable costs for the proposed project

PLANNING & COMMUNITY DEVELOPMENT STAFF REVIEW COMMENTS

The Planning & Community Development Department has conducted a sketch plan review of Supernaw Properties LLC Site Plan 2026 and recommends to the Planning Board that the project be required to respond to the following comments for further staff review and Planning Board consideration of the detailed preliminary plan:

1. Although multifamily housing is not listed as an allowed use in the A2 district in Schedule A of the Zoning Ordinance, the Town Board adopted the CHAMP Law in 2025, allowing multi family housing in the A2 district with the provision that the other relevant regulations for the A2 district in the zoning ordinance still apply.
2. Please respond to the Site Plan Checklist, dated February 6, 2026, prepared by the Planning staff.

3. Please add the Town of Plattsburgh Planning Board Notes as indicated on the provided checklist.
4. It is recommended that the Applicant identify all federal, state, or county local permits (including environmental) required for project execution.
5. Please provide location, design and written specifications of all proposed outdoor lighting facilities, including a lumens plan. All parking in non-residential districts shall be lighted in accordance with the standards in Section 5.15.
6. The project will disturb more than 1 acre of soil and therefore requires the preparation of a SWPPP and must obtain a NYSDEC SPDES permit.
7. It is recommended that the Planning Board require the project to coordinate review of the development by the Clinton County Emergency Services and the local Fire District specifically relating to fire and life safety access and 911 addressing. This is particularly important due to the project having frontage on three roads, and access on two roads.
8. It is recommended the Applicant be required to show the location of existing and proposed fire and other emergency zones, including location of fire hydrants.
9. It is recommended that the applicant be required to show a proposed layout for each dwelling unit and indicate the number of bedrooms per dwelling unit on the plan.
10. Please provide location, design and written specifications of all materials to be used in the landscaping plan and planting schedule for the proposed project in accordance with the Zoning Ordinance Section 5.14.
11. Please coordinate with the Codes Enforcement Office regarding any proposed signs.
12. It is recommended that the applicant attempt to preserve as much existing vegetation and mature trees as possible during construction.
13. Please provide location and service plan for waste/refuse management and removal in accordance with Article XII.I.1-4.
14. Please provide the location for postal services.
15. It is recommended that the Applicant be required to show snow stockpiling areas on the site plan.

16. It is recommended that the site plan indicates any proposed outdoor storage, playgrounds, or other common areas.
17. It is recommended that the Planning Board require the applicant to add architectural features to the “rear” of the units along Kansas Avenue, so that they could also serve as front facades, or require a hedge or tree line along Kansas Ave to create the feel of a backyard for these units.

HIGHWAY

1. A Highway Access Permit is required to be obtained from the Town of Plattsburgh Highway Department at their prevailing fee, and the developer shall be responsible for any Town Highway Department Permit conditions.
2. Sidewalks are required to be installed along Kansas Ave.

STORMWATER

1. Town Zoning Ordinance Article VII Section 7.5 FF describes the Town requirements for stormwater management. It is recommended that the Planning Board require Applicant’s Engineer to comply with this section. It is further recommended that the project develop stormwater management facilities that are both ecologically beneficial and aesthetically pleasing.
2. The project involves the disturbance of more than one acre of soil and therefore will require coverage under NYSDEC SPDES Construction Activity Permit. The SPDES permit number should be added to the Detailed Preliminary Plans submitted for certification.
3. The applicant is required to reimburse the Town for engineering review fees for Storm Water Management review in accordance with Zoning Ordinance Section 7.11.

WATER AND WASTEWATER

1. All water and sewer relocation or new construction requires Town of Plattsburgh Water and Sewer Department Permits. After obtaining the necessary permits the project construction schedule shall be coordinated with Water and Sewer Departments within 72 hours advance notice for inspection of all work.
2. Town sewer is conveyed via Town mains to City mains and on to the City of Plattsburgh wastewater treatment facility. Due to many instances of combined sewer overflows (CSOs) in the City, the NYSDEC has been unable to approve new sewer main extensions, nor contribution increases of more than 2500gpd per project unless the City can identify and implement equal or greater storm-water offsets. The intent is to reduce the overall incidence of CSO. It is anticipated that this project will produce more than 2500gpd of sewer. This

will require review and approvals by both the City of Plattsburgh and The NYSDEC. It is the understanding of the Planning Department that this project will be subject to all permit requirements and conditions of all associated permitting agencies. New sewer connections shall be preceded by the required mitigations and NYSDEC review and approvals.

FEES

1. It is recommended that the Applicant be required to provide Detailed Site Plan fees in the amount of \$600.00 (\$150 already paid) to the Planning Department with the submittal of the Detailed Preliminary Plans.
2. It is recommended that the Planning Board Condition approval of the detailed preliminary plans upon the applicant submitting the 3% construction cost performance guarantee and associated escrow agreement documents to the Planning & Community Development Department prior to plan certification.
3. It is recommended that the Applicant be required to provide the \$4500 recreation fee (\$150/unit x 30 units) prior to final plan certification.

SEQRA

Planning Department Staff has reviewed the Part I SEQRA Short Form EAF submitted with the site plan application, site plan map and other documents associated with the project and recommends that the Planning Board consider the project to be an "Unlisted Action". This site plan is associated with a proposed subdivision, therefore we will review the site plan and subdivision together under SEQRA.

**TOWN OF PLATTSBURGH
PLANNING BOARD NOTES**

Water and Sewer

- 1. All water and sewer relocation or new construction requires Town of Plattsburgh Water and Sewer Department Permits. After obtaining the necessary permits the project construction schedule shall be coordinated with Water and Sewer Departments within 72 hours advance notice for inspection of all work.
- 2. A water service permit is required to be obtained from the Town Water and Sewer Department at their prevailing fee and the developer shall be responsible for any Town Water and Sewer Department permit conditions.

Highway

- 1. A Highway Access Permit is required to be obtained from the Town of Plattsburgh Highway Department at their prevailing fee and the developer shall be responsible for any Town Highway Department Permit conditions.
- 2. A NYS Department of Transportation Highway Access Permit and Permit to work within a NYS Department of Transportation (NYS DOT) right-of-way are required to be obtained from NYS DOT and the developer is responsible for any permit conditions.
- 3. A Clinton County Highway Access Permit is required to be obtained from the Clinton County Highway Department and the developer is responsible for any permit conditions.

Signs

- 1. No sign other than for the purpose of traffic control as shown on the approved detailed preliminary plan shall be installed without first obtaining a permit or approval from the Zoning Enforcement Officer or Zoning Board of Appeals. This detail preliminary plan approval does not constitute a waiver for *Zoning Ordinance*, Article VI requirements.

Landscaping

- 1. All disturbed areas of the project shall be topsoiled and seeded and erosion control measures shall be implemented for stormwater runoff as shown on the detail preliminary plan.
- 2. A landscaping plan shall be provided for Planning Board review and approval. This plan shall be submitted with sufficient time for Planning Board review, approval, and for the applicant to have the landscaping materials installed prior to any request for a Certificate of Occupancy.
- 3. The Landscaping Plan consisting of planting schedule, plant type, and size can not be changed or substituted with out Planning Department consultation and/or Planning Board Approval on the preliminary plan.

Handicap Parking

- 1. All handicap compliant parking spaces constructed shall be certified by the Zoning enforcement Officer to be in compliance with NYS Building Codes prior to issuance of any Certificate of Occupancy.

Site Lighting

- 1. All exterior lighting in connection with all building, signs, or other uses shall be directed away from adjoining streets and properties and shall not cause any objectionable glare observable from such streets or properties. All lighting shall be designed to minimize glare in the area being lighted and shall be shielded so as to prevent glare on adjacent property.
- 2. In no event shall any site lighting device in connection with this project be so placed or directed so as to present the beams and elimination there from to be directed or beamed skyward, upon a private or public street, highway, sidewalk or adjacent premises or property so as to cause glare or reflection that may constitute a traffic hazard or nuisance.
- 3. A site lighting plan shall be provided for Planning Board review and approval. This plan shall be submitted with sufficient time for Planning Board review, approval, and for the applicant to have the lighting materials installed prior to any request for a Certificate of Occupancy.

On Site Septic System

- 1. The project site is currently not served by a public sewer. As a result an on-site septic system must be used. The applicant must obtain a permit from the Clinton County Department of Health for the construction prior to the construction of any on-site septic system. The septic system must be installed according to Clinton County Department of Health guidelines and permit conditions.

Fuel Storage Tanks

- 1. Installation of underground or above ground LP storage tanks require compliance with all NFPA requirements and detailed construction plans certified by a professional engineer to be in compliance with NFPA requirements shall be submitted to the Town of Plattsburgh Code Enforcement Officer prior to installation of any LP storage tanks shown on these site plans.

Dig Safely New York

- 1. Always call Dig Safely New York (1-800-962-7962) two-ten working days prior to your dig or excavation. Dig with care! Always hand dig when within 2 feet on either side of any marked lines. If damage, contact, or disturbance of any underground utility line occurs, immediately notify the affected facility operator, utility or pipeline company. If damage to an underground facility creates an emergency, take immediate steps to safeguard health and property. Contact 911.

Site Plan Approval Time Line



1. Unless otherwise extended by the Planning Board this Site Plan Approval shall expire upon the following occurrences:
 - a. The applicant fails to undertake the proposed action or project, or
 - b. Fails to obtain any necessary building permits, within one year from the detail preliminary plan approval resolution date. A Site Plan Review Decision which has become invalid or which has expired pursuant to the terms of the resolution may be renewed upon application by the Applicant, payment of any applicable fee, and approval of the application by the Planning Board.

Subdivision with or without Improvements



1. Unless otherwise extended by the Planning Board this Subdivision plan shall expire upon the following occurrences:
 - a. Approval of the preliminary plan shall expire after one hundred eighty (180) days from the date of approval. Extension for two periods of ninety (90) days may be granted by the Planning Board upon application.
 - b. Approval of the final plan shall expire within sixty (60) days from the date of such approval unless within such 60 day period, such plat shall have been duly recorded and/or filed in the County Clerk's office.



2. Realty Subdivision review by the Clinton County Department of Health is required if the proposed subdivision is five (5) or more lots, designated by metes and bounds, each comprising of five (5) acres or less within any three (3) year period.



3. Upon completion of all proposed improvements, the developer shall provide the Town of Plattsburgh with "as-built" subdivision plans for certification by the Planning Board Chairman. Certification of the as-built plans is required prior to issuance of a building permit by the Town of Plattsburgh Code Enforcement officer.

Planning Department Site Plan Review Checklist

(To Be Completed By Town Staff)

An application for detailed site plan or special use approval shall be made in writing and shall be accompanied by a detailed site plan and report prepared by a licensed land surveyor and/or professional engineer along with required site plan fees. The application, including the detailed site plan and fees, shall be submitted to the Secretary of the Planning Board a minimum of twenty-one (21) consecutive days before the scheduled Planning board meeting at which the detailed site plan is to be reviewed. Said detailed site plan application packet shall contain all information as designated on the following checklist. If the Applicant and Planning Board discussed the project at a Sketch Plan Conference (SPC), the required information shall be drawn from the following checklist together with other elements as determined necessary by the Planning Board at said SPC. Plans shall be drawn to a scale of one (1) inch equals fifty (50) feet unless

| Required | N/A | Project: <input type="text" value="Supernaw Site Plan 2026"/> |
|-------------------------------------|-------------------------------------|--|
| Site Plan Review Elements | | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Title of drawing, including name and address of applicant and person responsible for preparation of such drawing |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | North arrow, graphic and numeric scale and date (initial plan date and provisions for plan revision dates) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Metes and bounds dimensions of the property prepared by a Land Surveyor licensed in New York State |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | All existing and proposed structures, features, and land use activities |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Parcels immediately adjacent to the subject parcel, prepared by a New York State Licensed Land Surveyor, and, for each parcel, the owner's name and address with current deed date and recording data |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Existing watercourses, flood hazard areas, flood insurance zones, and New York State designated and Army Corps of Engineers wetland areas, prepared by a Licensed Land Surveyor |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Grading and drainage plan, showing existing and proposed contours at a maximum of two (2) foot contour interval (USGS - NGVD datum for contour information on the detailed site plan shall be taken from existing USGS - NGVD Vertical Control monuments with their bench mark reference designated on the site plan). Planimetric and topographic information shall extend a minimum of fifty feet (50') beyond the property boundary |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Comparison of proposed project's NGVD elevations with elevations designated on the public sanitary system. Results thereof shall appear on the detailed site plan. (this applies only when a proposed site plan project is within 2,000 feet of an existing public sanitary sewer collection or treatment facility) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Exterior dimensions of all existing and proposed structures, with distances between all structures and distances between all structures and property lines properly dimensioned |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Type of construction materials and exterior color(s), height (eave and peak) and other exterior features for all existing and proposed structures, properly dimensioned |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Elevations of all views for all existing and proposed structures |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Location, design and type of construction of all existing and proposed parking, truck loading areas, vehicular access and egress (Traffic Control Plan), with profile elevations and cross-section details provided at fifty (50) foot intervals |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Existing and proposed provision for pedestrian access and movement |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Existing and proposed pedestrian and vehicular links to adjacent lots and public rights-of-way |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Location of existing and proposed outdoor storage, if any, properly dimensioned |

Planning Department Site Plan Review Checklist

| √ | N/A | Site Plan Review Elements |
|-------------------------------------|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Location, design, construction materials and written specifications of all existing and proposed site improvements including drains, culverts, retaining walls, and fences |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Method of sewage disposal with location, design, construction materials and within specifications of such facilities, properly dimensioned, with profiles, elevations and cross sections details provided at fifty (50) foot intervals |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Method of securing water with location, design, construction materials and written specifications of such facilities, properly dimensioned with profiles, elevations and cross sections details provided at fifty (50) foot intervals |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Location of existing and proposed fire and other emergency zones, including the location of fire Hydrants with fire flow test results not more that twenty-four (24) months old |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Location, design, construction materials and written specifications of all energy distribution facilities, including electrical, gas and solar energy, properly dimensioned |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Location, size design and type of construction of all existing and proposed signs |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Location of existing and proposed buffer areas, including existing and proposed vegetative cover (refer to Section 5.14 on page 47); |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Location design and written specifications of all existing and proposed outdoor lighting facilities |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identification of each land use activity and the numerical amount of building area for all existing and proposed structures and land use activities within the project |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Location, design and written specifications of all materials to be used in the landscaping plan and planting schedule for the proposed project |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Information for landscaping and planting schedule previously approved for the site relative to approved planting and planting existing at the time of the new detailed site plan approval |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Project schedule for all site plan improvements and proposed buildings or structures |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Record of all other applications and approval status of all necessary permits from federal, state, county and local officials |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | A Storm Water Management Report, prepares by a licensed engineer, providing, at a minimum, the following information: Narrative of proposed storm water management system and basis of design. Basis of closed storm water conveyance systems to be a ten (10) year storm event. Provide computations for flow, size and scope of each pipe section. Pre-development and post development runoff generation. Detention facilities shall be based upon a twenty-five (25) year post development runoff with peak discharge limited to the pre-development runoff from a ten (10) year storm event at the discharge point |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Erosion and Sediment Control Plan consistent with New York State Standards and Specifications |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Information to demonstrate that the length and width of drive-through lanes, both before and after the drive-through window or other feature is sufficient to provide enough stacking need for the vehicles entering and exiting the facility, along with adequate bypass lanes |

Planning Department Site Plan Review Checklist

| | | |
|---|-------------------------------------|---|
| √ | N/A | Site Plan Review Elements |
| Identification of any permits required for the project's execution | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Federal: <input style="width: 80%;" type="text"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | State: <input style="width: 80%;" type="text"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | County : <input style="width: 80%;" type="text"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Local (Highway): <input style="width: 80%;" type="text"/> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Local (Water & Wastewater): water and sewer service permits |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Zoning: Building Permits (signs and certificate of occupancy) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Environmental: SEQRA |

| | | |
|--|-------------------------------------|---|
| Additional Information Required | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Traffic Impact Analysis: <input style="width: 80%;" type="text"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Wetland Delineation: <input style="width: 80%;" type="text"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Phase IA/IB Cultural Resource Investigation: <input style="width: 80%;" type="text"/> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Conceptual Drawings, 3D renderings: facade renderings |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Environmental Impact Statement (EIS): <input style="width: 80%;" type="text"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Other: <input style="width: 80%;" type="text"/> |

| | | |
|---|-------------------------------------|--|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Site Plan Fees: See Attached Town of Plattsburgh 2015 Fee Schedule. All fees shall be submitted along with the detailed site plan |
| Sketch Plan fee: <input style="width: 150px; text-align: center;" type="text" value="150.00"/> | | Detailed Plan Fee: <input style="width: 150px; text-align: center;" type="text" value="750.00"/> |
| | | Special Use fee: <input style="width: 100px;" type="text"/> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | An estimated project site plan improvement construction cost sheet, excluding building cost as calculated on the "Schedule A" Cost Estimate Worksheet; |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Construction deposit required (3% of "Schedule A" Cost Estimate Total) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Other elements integral to the proposed site plan development as identified in the Planning Board Staff project review |

Costs incurred by the Planning Board for professional consultation services or extended staff reviews in connection with the review of a detailed site plan application shall be charged to the Applicant. Additional Staff review costs or other expenses may be charged to the Applicant in accordance with section 7.11 of the Town Zoning Ordinance.

Fee Schedule derived from Town Board Resolution 14-211 Dated June 16, 2014

| | | | |
|------------------------|--|--------------|---|
| Staff Reviewer: | <input style="width: 95%;" type="text" value="Jessica Kogut"/> | Date: | <input style="width: 95%;" type="text" value="02/04/2026"/> |
|------------------------|--|--------------|---|



TOWN OF PLATTSBURGH

PLANNING & COMMUNITY DEVELOPMENT

151 BANKER ROAD
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SENIOR PLANNER
TREVOR COLE, AICP

SENIOR PLANNER
JESSICA KOGUT, AICP

PLANNING BOARD SECRETARY
MICHELE BUCKMINSTER

February 18, 2026

YMCA of Plattsburgh
Attn: Justin Ihne
17 Oak St.
Plattsburgh, NY 12901

RE: YMCA Site Plan 2024
Detailed Preliminary Site Plan Renewal

Dear Mr. Ihne:

Transmitted herewith is a copy of Resolution No. 26-09 dated February 17, 2026, wherein your request for a 1-year extension of your preliminary plan approval was granted with an expiration date of February 17, 2027.

If you have any questions relative to the above, please contact me.

Sincerely yours,

Tim Palmer, Chairperson of the Planning Board

By: Trevor Cole, AICP
Senior Planner

pc: Steve Imhoff, Codes Enforcement Officer
RMS, Project Engineer

**TOWN OF PLATTSBURGH
PLANNING BOARD MEETING
FEBRUARY 17, 2026**

Resolution No. 26-09

Motioned By: Debbie Blake

WHEREAS, the Planning Department received a request dated January 27, 2026, from Justin Ihne on behalf of YMCA for the following:

YMCA SITE PLAN 2024- Request to construct a 13,255 sq ft addition to an existing facility with a parking lot extension and associated site improvements. **USE VARIANCES REQUIRED** Located at 295 New York Rd. with public water and public sewer; Zoned NC; Tax Map Parcel #233.-5-29. Owner/Applicant; YMCA of Plattsburgh NY; Engineer RMS **SEQRA REAFFIRMATION AND DETAILED PRELIMINARY PLAN RENEWAL** and;

WHEREAS, a public hearing for the said site plan was previously held on February 20, 2024, and on February 18, 2025, in accordance with the Town of Plattsburgh site plan regulations and there has been no change in the zoning or site plan regulations for the area in which this project is located; and

WHEREAS, a SEQR Review has been completed with a Negative Declaration accomplished on February 20, 2024, for the YMCA Site Plan 2024; and

WHEREAS, this project has been reviewed and site plan conditional approval was granted by Planning Board Resolution 24-19, dated March 19, 2024, subject to the list of recommendations and changes contained in the staff review dated March 15, 2024; and

WHEREAS, the YMCA Site Plan 2024 is set to expire on March 4, 2026; and

WHEREAS, the Planning Department and Planning Board has reviewed this request and did report that there were no new or additional items identified which would cause or constitute a significant impact or change to the environmental review and analysis previously conducted for the original project; now therefore be it

RESOLVED, that the Town Planning Board for the Town of Plattsburgh does hereby determine that the Negative Declaration of no significant environmental impact, as previously considered for the YMCA Site Plan 2024, is valid for this authorization as requested and no additional environmental analysis is necessary; and, be it further

RESOLVED, that the request for a **1-year extension** to the conditional Preliminary Plan Approval of this site plan is hereby granted subject to (1.) complying with all the previous terms and

conditions of the original preliminary site plan approval (as identified in resolution number 24-19 dated March 19, 2024) and (2.) subject to any other conditions required by the Planning Board at the March 19, 2024, Planning Board meeting as noted in the discussion; and be it further

RESOLVED, that the request for a **1-year extension** to the conditional Preliminary Plan Approval of this site plan shall expire 1 year from the date of this Resolution on February 17, 2027.

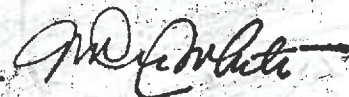
Seconded By: Sarah Cayea

Discussion (Not Verbatim): Town Senior Planner, Jessica Kogut provided a brief but detailed project summary and slide presentation outlining the project's components.

| | <u>Yes</u> | <u>No</u> |
|----------------------|------------|-----------|
| Roll Call: | | |
| Terry Senecal | X | |
| Debbie Blake | X | |
| James Sherman | X | |
| Malana Tamer | X | |
| Sarah Cayea | X | |
| Joseph Krupka | X | |
| Tim Palmer, Chairman | X | |

Carried: 7-0

TOWN CLERK, TOWN OF PLATTSBURGH



2-19-24

**TOWN OF PLATTSBURGH
PLANNING BOARD MEETING
FEBRUARY 17, 2026**

February 6, 2026

YMCA Site Plan 2024 Renewal

Project is located on New York Rd.

Plans dated January 2024

Plans received by Planning Department on January 30, 2024

Dear Mr. Palmer and Members of the Planning Board:

PROJECT BACKGROUND

This project was previously approved by the Planning Board on February 16, 2024. The Board conducted a SEQRA review and issued a Negative Declaration for this project. The approval was subject to the conditions noted in the original project review letter. There are no changes to the original project plan or scope and no zoning or Town regulatory changes have occurred for this site since the original approval. Additionally, no new adjacent land uses of significance have been identified nor have any changes occurred which would alter the scope of potential environmental impacts considered in the previously adopted SEQRA Negative Declaration.

In consideration of the above, staff offers a favorable recommendation for approval of this site plan renewal request subject to all conditions of the original approval (attached).

RECOMMENDED CONDITIONS OF APPROVAL

The Planning & Community Development Department has reviewed the Detailed Preliminary Site Plan for the above referenced project and offers the following comments and recommendations for consideration as conditions of approval by the Planning Board:

1. It is recommended that the Planning Board require the applicant to comply with all conditions of approval set forth in the Detailed Preliminary Plan Approval from March 2024 for this project.

SEQRA

It is the recommendation of the Planning & Community Development Department that the Planning Board consider reaffirming the **NEGATIVE DETERMINATION** of environmental significance for this project.

RECOMMENDATION

In light of the above, it is the recommendation of Planning & Community Development Department Staff that any Planning Board consideration for approval of the detailed preliminary plan be conditioned subject to the aforementioned recommendations and any Planning Board Member Meeting comments or modification requests.

If I can be of any further assistance, please contact me.

Sincerely yours,

Jessica Kogut, AICP
Senior Planner



TOWN OF PLATTSBURGH

PLANNING & COMMUNITY DEVELOPMENT

151 BANKER ROAD
PLATTSBURGH, NY 12901-7307

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SENIOR PLANNER
TREVOR COLE, AICP

SENIOR PLANNER
JESSICA KOGUT, AICP

PLANNING BOARD SECRETARY
MICHELE BUCKMINSTER

February 18, 2026

Clinton County
Attn: Christine Peters
137 Margaret St. Suite 208
Plattsburgh, NY 12901

RE: BOCES Subdivision 2026
Detailed Preliminary Plan Review Meeting

Dear Clinton County:

Transmitted herewith is a copy of Resolutions No. 26-10A and 26-10B dated February 17, 2026, wherein the Town of Plattsburgh's Planning Board has made the required SEQR determination, and your detailed preliminary subdivision plan was approved subject to your complying with all items contained in the list of recommendations, changes, additions and modifications prepared by the Planning & Community Development Department and dated February 6, 2026.

In order to complete your subdivision, you are hereby required to do the following:

1. Submit to the Town of Plattsburgh Planning Office a revised preliminary plan with ALL the changes as noted on the list of recommendations, changes, additions, and modifications dated February 6, 2026.

Further, pursuant to and as required by the Town of Plattsburgh's subdivision regulations, failure to comply with the above outline requests within 180 days from the date of approval will cause the approval which has been given to your plan to expire on August 16, 2026, and will require the submittal of a new subdivision application and map. Your immediate attention is requested on this matter.

Upon the Town of Plattsburgh's Planning & Community Development Department reviewing and accepting your revised preliminary plan, you will be requested to submit final plats for the Planning Board Chairman's signature consisting of five (5) paper sets of plans. Subsequent to the Chairman signing Final Plats you will be requested to file said Plats with the Clinton County Clerk.

If there are any questions relative to the above, please contact the Planning Department.

Sincerely yours,

Tim Palmer, Chairperson of the Planning Board

A handwritten signature in black ink, appearing to read 'Trevor Cole', with a long horizontal flourish extending to the right.

Trevor Cole, AICP
Senior Planner

Pc: AEDA, Project Engineer
Jeremiah Cross, Assessor (Tax Map Parcel #220.-1-3.2)

**TOWN OF PLATTSBURGH
PLANNING BOARD MEETING
FEBRUARY 17, 2026**

The Public Hearing is called to order at: 5:36 p.m. by the Chairman of the Planning Board for the purpose of hearing all persons interested in, or wanting to comment:

BOCES SUBDIVISION 2026- Request for a 2-lot subdivision of a 37.97-acre lot resulting in lot 1 being a 22.96-acre lot with an existing educational building, and lot 2 being a 15.01-acre new buildable lot. Located on Military Turnpike with public water and public sewer; Zoned SD Town Center; Tax Map Parcel #220.-1-3.2; Owner Clinton, Essex, Warren & Washington County BOCES; Applicant Clinton County; Engineer AEDA **SEQRA DETERMINATION & DETAILED PRELIMINARY PLAN REVIEW**

PERSONS SPEAKING FOR OR AGAINST

None

The hearing was adjourned at: 5:37 p.m.

**TOWN OF PLATTSBURGH
PLANNING BOARD MEETING
FEBRUARY 17, 2026**

Resolution No.: 26-10B

Motion by: Terry Senecal

WHEREAS, the Town Planning Board has received and reviewed a detailed preliminary subdivision map and plan for:

BOCES SUBDIVISION 2026- Request for a 2-lot subdivision of a 37.97-acre lot resulting in lot 1 being a 22.96-acre lot with an existing educational building, and lot 2 being a 15.01-acre new buildable lot. Located on Military Turnpike with public water and public sewer; Zoned SD Town Center; Tax Map Parcel #220.-1-3.2; Owner Clinton, Essex, Warren & Washington County BOCES; Applicant Clinton County; Engineer AEDA **DETAILED PRELIMINARY PLAN REVIEW**; and

WHEREAS, public hearings for the said subdivision were held on February 17, 2026, in accordance with the Town of Plattsburgh subdivision regulations; and

WHEREAS, the subdivision map, plans and related material has been reviewed by the Town of Plattsburgh's Planning & Community Development Department who has submitted a staff review letter dated February 6, 2026, for the Planning Board's consideration; and

WHEREAS, review of the detailed preliminary subdivision map, plans and materials have been coordinated with the Town Highway & Water and Wastewater Departments, and no comments were issued; now therefore be it

RESOLVED, that the Town Planning Board of the Town of Plattsburgh does hereby:

- A. Receive and place on file the said Planning & Community Development Staff Review letter dated February 6, 2026; and
- B. Concur with the said letter and ALL items listed therein; and
- C. Grant and approve the said preliminary subdivision plan subject to and under the following conditions:
 - a. Upon the inclusion of a map note stating Lot 2 is not eligible for building permits until the completed construction and dedication of the Lot 2b public road extension
 - b. The applicants have their surveyor/engineer submit a revised paper plan and related material to the Planning & Community Development Department showing

RESOLVED, that the Town Planning Board of the Town of Plattsburgh after review of the said X Subdivision and/or _____ Site Plan application, maps, plan, completed EAFs, and related materials does hereby determine as "Lead Agency" for the SEQRA Review process that the "Project" will NOT have a significant effect on the environment. Therefore, the preparation of a DEIS is NOT required; and, be it further

RESOLVED, that the Town Planning Board does hereby declare that the Project and environmental review process considered for the development does adequately and sufficiently satisfy the requirements of the State Environmental Quality Review Act for the Project; and be it further

RESOLVED, that a copy of this resolution be forwarded to other involved agencies who may be reviewing the Project for their records and files, and be it further

RESOLVED, that the Planning Board of the Town of Plattsburgh does hereby authorize and direct the Chairman of the Planning Board to have prepared and to execute a "Notice of No Significant Environmental Impact" (NEGATIVE DECLARATION) for this "Project"; and, be it further

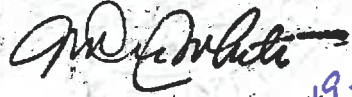
RESOLVED, that the "Notice of No Significant Environmental Impact" (NEGATIVE DECLARATION) shall be disseminated to those involved Agencies and Governmental Units as required by said Environmental Conservation and all related material shall be maintained on file at the Town Hall Offices of the Planning Board and available for Public Inspection.

Seconded By: Terry Senecal

Discussion (Not Verbatim): Town Senior Planner, Trevor Cole informed the Planning Board that the project had submitted a complete SEQRA short form EAF Part I and that Staff had completed Part II for their review. Mr. Cole indicated that staff had not identified any significant environmental issues associated with the project. Mr. Cole informed the Planning Board that a draft resolution had been prepared for their consideration and, if they concurred with the answers to Part II EAF, they could file a Negative Declaration of environmental significance for the project.

| | <u>Yes</u> | <u>No</u> |
|----------------------|------------|-----------|
| Roll Call: | | |
| Terry Senecal | X | |
| Debbie Blake | X | |
| James Sherman | X | |
| Malana Tamer | X | |
| Sarah Cayea | X | |
| Joseph Krupka | Recused | |
| Tim Palmer, Chairman | X | |

Carried: 6-0

TOWN CLERK, TOWN OF PLATTSBURGH

2-19-24

**TOWN OF PLATTSBURGH
PLANNING BOARD MEETING
FEBRUARY 17, 2026**

Resolution No. 26-10A

Motioned by: Sarah Cayea

WHEREAS, the Town of Plattsburgh's Planning Board has before it a project known as the:

BOCES SUBDIVISION 2026- Request for a 2-lot subdivision of a 37.97-acre lot resulting in lot 1 being a 22.96-acre lot with an existing educational building, and lot 2 being a 15.01-acre new buildable lot. Located on Military Turnpike with public water and public sewer; Zoned SD Town Center; Tax Map Parcel #220.-1-3.2; Owner Clinton, Essex, Warren & Washington County BOCES; Applicant Clinton County; Engineer AEDA **SEQRA DETERMINATION** and;

WHEREAS, Part 617 of the Environmental Conservation Law - "State Environmental Quality Review Act", provides for the review of any "ACTION" to determine the effect of the action on the environment, along with any related administrative procedures for the implementation, authorization or approval of the action; and

WHEREAS, said Part 617 of the Environmental Conservation Law provides for an involved agency to review any action for the purpose of determining the effect of the action on the environment; and

WHEREAS, public comment opportunity was provided in consideration of this Project on February 17, 2026; and

WHEREAS, the Town's Planning Board received, considered, and placed on file the Subdivision applications, Project Summary, Maps, Plans, site pictures, and Planning & Community Development Department review comments; and

WHEREAS, the Town's Planning Board reviewed the information filed with the application for the Project, including but not limited to the subdivision plat, EAF Part 1 and additional information provided to supplement and clarify the same; and

WHEREAS, the Town's Planning Board conducted a detailed and comprehensive environmental review of the Projects to determine whether there was a significant impact which would require the preparation of a Draft Environmental Impact Statement (DEIS); now, therefore be it

RESOLVED, that the Town's Planning Board does hereby determine that the Phaneuf Subdivision 2025 does constitute an "Unlisted Action" in accordance with said Environmental Review procedures and a coordinated review has been conducted; and, be it further

RESOLVED, that at the meeting, the Town Planning Board has reviewed the Part 2 EAF and has not identified any moderate to large adverse environmental impacts; and

RESOLVED, that the Town's Planning Board acting as the "Lead Agency" in a SEQRA Review does hereby receive and place on file the X Subdivision and/or ___ Site Plan applications, maps, plans, completed EAF and other related material submitted; and, be it further

RESOLVED, that the Town Planning Board has reviewed the Planning & Community Development Department's recommendations and findings herein and does determine that:

- a) The overall scope of the Project development is less than the scope of the development permitted by the town's zoning regulations; and
- b) The Project Summary was reviewed by the Town Planning Board and found acceptable; and
- c) The proposed impervious area in the Project Plan is not significant; and

RESOLVED, that the Project does not:

- a) involve a substantial adverse change in existing air quality, ground or surface water quality, traffic or noise levels, solid waste production, potential for erosion, flooding or drainage problems;
- b) involve the removal or destruction of large quantities of vegetation or the interference with plant or animal life or impacts on a significant habitat area; substantial adverse impacts on a threatened or endangered species of plant or animal, or the habitat area of such species, or other significant adverse impacts to natural resources,
- c) conflict with the Town's current plans or goals for the area where the project is located
- d) impair the character or quality of the neighborhood;
- e) represent a major change in the use of energy;
- f) create any hazards to human health;
- g) represent a substantial change in the use of the land;
- h) increase the number of people who would come to the site absent such development in an undesirable/unmanaged manner; or
- i) impair the environmental characteristics of the area; and, it is further

compliance with all items in the said checklist and list of recommendations dated February 6, 2026

- D. Required that upon the Planning & Community Development Department certifying in writing that the revised paper subdivision (final) plans and related materials are in compliance with all the items requested, the applicant is required to submit the following:
 - a. Three (3) sets of paper copies of the accepted subdivision (final) plan; and further require
- E. Upon receipt of the said final plans and other related materials, the Chairman of the Town of Plattsburgh's Planning Board is authorized to execute, as a Final Subdivision Plan Approval, the paper copies of the subdivision maps and plans; and
- F. Require that the applicant shall have the said approved Final Subdivision maps and plans filed in the Clinton County Clerk's Office in accordance with the Town of Plattsburgh subdivision regulations; and be it further

RESOLVED, that upon the submittal of the "Final" subdivision plan duly filed in the Clinton County Clerk's Office, the Codes Enforcement Officer shall then be notified and authorized to issue building permits for parcels within the said subdivision.

Seconded By: Sarah Cayea

Discussion: (Not Verbatim) Town Senior Planner, Trevor Cole provided a brief but detailed project summary and slide presentation outlining the project's components. Mike Coon, Project Engineer added that they will add the condition of approval note to the map stating that Lot 2 is not eligible for a building permit until the completed construction and dedication of the public road extension.

| | <u>Yes</u> | <u>No</u> |
|----------------------|------------|-----------|
| Roll Call: | | |
| Terry Senecal | X | |
| Debbie Blake | X | |
| James Sherman | X | |
| Malana Tamer | X | |
| Sarah Cayea | X | |
| Joseph Krupka | Recused | |
| Tim Palmer, Chairman | X | |

Carried: 6-0

TOWN CLERK, TOWN OF PLATTSBURGH

[Handwritten Signature]
2-19-24

**TOWN OF PLATTSBURGH
PLANNING BOARD MEETING
FEBRUARY 17, 2026**

February 6, 2026

BOCES Subdivision 2026
Project is located on Military Turnpike
Plans dated January 2026
Plans received by Planning Department on January 27, 2026

Dear Members of the Planning Board:

PLANNING & COMMUNITY DEVELOPMENT STAFF REVIEW

The Planning & Community Development Department has reviewed the Detailed Preliminary Plan for the above-referenced project and offers the following comments and recommendations for consideration by the Planning Board:

1. None

RECOMMENDED CONDITIONS OF APPROVAL

The Planning Department has reviewed the Detailed Preliminary Subdivision Plan for the above referenced project and recommends the following conditions of approval for consideration by the Planning Board:

1. It is recommended that the Planning Board condition approval of the subdivision upon the inclusion of a map note stating Lot 2 is not eligible for building permits until the completed construction and dedication of the Lot 2b public road extension.
2. It is recommended that the Planning Board condition approval of the subdivision upon filing of the plat and deed(s) associated with the subdivision/sale with the Clinton County Clerk.
3. Subject to the comments and additional conditions as set forth by the Planning Board during the meeting.

FEES

4. The project is required to provide a \$100.00 sketch plan review fee, \$150.00 detailed preliminary plan review fee, and a \$250.00 recreation fee.

SEORA

The project has provided Part 1 Short EAFs for this action. The Part 2 EAF was completed and reviewed at the meeting. Additional supplemental information was reviewed as provided. No significant adverse impacts were identified for this project. It is the recommendation of the Planning & Community Development Department that the Planning Board consider, based on the information and analysis of Part 2 of the EAF that the proposed action **WILL NOT** result in any significant adverse environmental impacts and does further recommend that the Planning Board consider issuance of a **NEGATIVE DETERMINATION** of significance for this project.

RECOMMENDATION

In light of the above, it is the recommendation of Planning & Community Development Department Staff that any Planning Board consideration for approval be conditioned subject to the aforementioned recommendations and any Planning Board Member Meeting comments or modification requests.

If I can be of any further assistance, please contact me.

Sincerely yours,

Trevor Cole, AICP
Senior Planner

| | |
|----------|-----------|
| Project: | Boces Sub |
| Date: | 2/17/2026 |

**Short Environmental Assessment Form
Part 2 - Impact Assessment**

Part 2 is to be completed by the Lead Agency.

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

| | No, or small impact may occur | Moderate to large impact may occur |
|--|-------------------------------------|------------------------------------|
| 1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Will the proposed action result in a change in the use or intensity of use of land? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Will the proposed action impair the character or quality of the existing community? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 7. Will the proposed action impact existing: | | |
| a. public / private water supplies? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b. public / private wastewater treatment utilities? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 11. Will the proposed action create a hazard to environmental resources or human health? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

| | |
|----------|-----------|
| Project: | Boces Sub |
| Date: | 2/17/26 |

**Short Environmental Assessment Form
Part 3 Determination of Significance**

For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

In consideration of the project designs and plans, maps, SEQRA part I, and Planning Board meeting discussions, it is the determination of the Planning Board that there will be little or no negative environmental impact from this development.

| | |
|---|--|
| <input type="checkbox"/> | Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required. |
| <input checked="" type="checkbox"/> | Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts. |
| Town of Plattsburgh - Planning Board | 2-17-26 |
| _____ Name of Lead Agency | _____ Date |
| _____ Print or Type Name of Responsible Officer in Lead Agency | _____ Title of Responsible Officer |
| _____ Signature of Responsible Officer in Lead Agency | _____ Signature of Preparer (if different from Responsible Officer) |

PRINT FORM



TOWN OF PLATTSBURGH

PLANNING & COMMUNITY DEVELOPMENT

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SENIOR PLANNER
TREVOR COLE, AICP

SENIOR PLANNER
JESSICA KOGUT, AICP

PLANNING BOARD SECRETARY
MICHELE BUCKMINSTER

February 18, 2026

BHSN
22 U.S. Oval Suite 218
Plattsburgh, NY 12903

RE: BHSN Site Plan 2026
Sketch Plan Review Meeting

Dear BHSN:

Transmitted herewith is a copy of Resolution No. 26-11 dated February 17, 2026, wherein your Sketch site plan was authorized to proceed to **Detailed Preliminary Site Plan** submittal subject to complying with the checked items on the site plan application checklist completed by the Planning & Community Development Department dated February 6, 2026.

It is requested that you have your licensed land surveyor and/or professional engineer submit five (5) paper copies of the **Detailed Preliminary Site Map and Plan** in accordance with the Town's *Zoning Ordinance* regulations and the items requested on said site plan application checklist, as completed by the Planning & Community Development Department and dated February 6, 2026, along with all other required materials to the Planning & Community Development Department a minimum of twenty-one (21) days before the Planning Board meeting at which your detailed preliminary plan is to be considered.

If you have any questions relative to the above, please contact the Planning & Community Development Department at the Town of Plattsburgh.

Sincerely yours,
Tim Palmer, Chairperson of the Planning Board

Trevor Cole, AICP
Senior Planner

**TOWN OF PLATTSBURGH
PLANNING BOARD MEETING
FEBRUARY 17, 2026**

Resolution No. 26-11

Motion by: Debbie Blake

WHEREAS, the Town Planning Board has received an application, sketch site plan, and sketch plan review fees for the following project:

BHSN SITE PLAN 2026- Request to construct a 17,003 sq. ft. clinic with 107 new parking spaces and related site improvements. **USE VARIANCE REQUIRED** Located on Route 22B with public water and public sewer; Zoned NC; Tax Map Parcel #205.4-3-27.1; Owner/Applicant Behavioral Health Services North; Engineer AES Northeast **SKETCH PLAN REVIEW**; and

WHEREAS, the Town of Plattsburgh's Planning & Community Development Department has conducted a sketch site plan review of the "Project" and has submitted a completed checklist for detailed preliminary plans dated February 6, 2026, as part of the Town of Plattsburgh *Zoning Ordinance* Article VII Site Plan Review Procedures for the Town Planning Board to review and consider; and

WHEREAS, the Town's *Zoning Ordinance*, dated June 2023, Sections 7.7 and 8.4 requires a public notice and hearing and said notice shall be provided to the owners of the properties abutting that land within 500 feet and said notice shall be mailed at least five calendar days prior to the meeting; and

WHEREAS, the Planning Board shall additionally provide notice as required in Sections 7.7 and 8.4 Paragraphs A, B, and C of the Town's *Zoning Ordinance* dated June 2023; and

WHEREAS, the Codes Enforcement Office has determined that the project requires a use variance for Clinic; and

WHEREAS, NYS General Municipal Law Section 239m is applicable and detailed preliminary plans submitted for this project shall be referred to the Clinton County Planning Board for review and consideration; and

WHEREAS, Part 617 of the Environmental Conservation Law - "State Environmental Quality Review Act" (SEQRA), provides for the review of any "ACTION" to determine the effect of the action on the environment, along with any related administrative procedures for the implementation, authorization or approval of the action; now therefore be it

RESOLVED, that the Town of Plattsburgh's Planning Board after a review of the said application, sketch plan and the Planning & Community Development Department's recommended checklist items does hereby determine that the proposed projects is as checked below:

- An action involving a Federal Agency - A final EIS for the action has been duly prepared under the National Environmental Policy Act of 1969 and a findings statement pursuant to NYS Environmental Law Part 617.11 will be prepared by the Town's Planning Board.
- Type I Action - a coordinated review will be conducted, and the Town of Plattsburgh Planning Board shall request to be designated lead Agency;
- Type II Action - no further environmental review is necessary;
- Unlisted Action:
- A coordinated review will not be done
- A coordinated review will be done and the Town of Plattsburgh Planning Board shall request to be designated lead agency
- A coordinated review will be done and the Town of Plattsburgh Planning Board does hereby designate _____ to assume the lead agency role in accordance with the New York State Environmental Law; and be it further

RESOLVED, that upon receipt of a complete Detailed Preliminary Plan Application for the above referenced project the Planning & Community Development Department will provide public notice and schedule a public hearing and said notice shall be provided to the owners of the properties abutting that land within 500 feet and said notice shall be mailed at least five calendar days prior to the meeting; and be it further

RESOLVED, the Planning Board shall additionally provide notice as required in Sections and 7.7 and 8.4, Paragraphs A, B, and C of the Town's *Zoning Ordinance* dated June 2023; and be it further

RESOLVED, that the Town of Plattsburgh's Planning Board after a review of the site plan and the Planning & Community Development Department's Staff Review Comments letter dated February 6, 2026, does hereby:

- A. Receive and place on file the site plan checklist and review letter completed by the Town's Planning & Community Development Department dated February 6, 2026; and
- B. Concur and accept the findings and recommendations contained therein; and
- C. Require that the applicant have his licensed land surveyor and/or professional engineer submit five (5) paper copies of a **Detailed Preliminary Site Map and Plan** in accordance with the checklist items as recommended by the Town's Planning & Community Development Department and as shown on the checklist.

D. Require that the applicant submit **ALL REQUIRED PERMITS, APPLICATIONS, DRAWINGS AND ALL OTHER MATERIALS** as indicated on the said checklist.

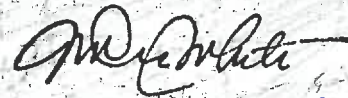
Seconded By: Malana Tamer

Discussion (Not Verbatim): Town Senior Planner, Jessica Kogut provided a brief but detailed project summary and slide presentation outlining the project's components. Kevin Farrington, Project Engineer, explained to the Board that they might not have exactly 107 parking spaces, but they would be code compliant. Planning Board member, Malana Tamer asked what this new building will be used for and a representative from BHSN responded that it will be the same type of clinically based services offered now, they are just running out of space. Planning Board member Joseph Krupka asked if the project would make sure there were enough parking spaces available and Mr. Farrington responded that they would add them.

| | <u>Yes</u> | <u>No</u> |
|----------------------|------------|-----------|
| Roll Call: | | |
| Terry Senecal | X | |
| Debbie Blake | X | |
| James Sherman | X | |
| Malana Tamer | X | |
| Sarah Cayea | X | |
| Joseph Krupka | X | |
| Tim Palmer, Chairman | X | |

Carried: 7-0

TOWN CLERK, TOWN OF PLATTSBURGH



2-19-24

**TOWN OF PLATTSBURGH
PLANNING BOARD MEETING
FEBRUARY 17, 2026**

February 6, 2026

BHSN Site Plan 2026

Project is located on Route 22B.

Plans dated January 2026

Plans received by Planning Department on January 27, 2026

SKETCH PLAN REVIEW IS INTENDED TO:

1. Enable the Applicant to inform the Planning Board of his/her proposal prior to the submittal of a formal detailed site plan application; and
2. Allow the Planning Board to review the basic site design concept; and
3. Allow the Planning Board to advise the Applicant as to potential problems, concerns and compliance with the Town Zoning Ordinance; and
4. Allow the Planning Board to determine the information to be required with the formal detailed site plan application; and
5. Allow the Planning Board and Applicant to review the project so as to determine the type of action and procedures to be followed in accordance with Article 8 provisions of the New York State Environmental Quality Review Act; and
6. Establish applicable fees and reimbursable costs for the proposed project

PLANNING & COMMUNITY DEVELOPMENT STAFF REVIEW COMMENTS

The Planning & Community Development Department has conducted a sketch plan review of BHSN Site Plan 2026 and recommends to the Planning Board, that the project be required to respond to the following comments for further staff review and Planning Board consideration of the detailed preliminary plan:

1. Please respond to the Site Plan Checklist, dated February 6, 2026, prepared by the Planning staff.
2. Please add the Town of Plattsburgh Planning Board Notes as indicated on the provided checklist.

3. The Town Codes Enforcement office has determined that the project will require a use variance for Clinic.
4. It is recommended that the Applicant identify all federal, state, or county local permits required for project execution.
5. Please provide location, design and written specifications of all proposed outdoor lighting facilities.
6. Please provide location, design and written specifications of all proposed outdoor lighting facilities, including a lumens plan. All parking in non-residential districts shall be lighted in accordance with the standards in Section 5.15.
7. The project will disturb more than 1 acre of soil and therefore requires the preparation of a SWPPP and must obtain a NYSDEC SPDES permit.
8. It is recommended that the Planning Board require the project to coordinate review of the development by the Clinton County Emergency Services and the local Fire District specifically relating to fire and life safety access and 911 addressing.
9. It is recommended the Applicant be required to show the location of existing and proposed fire and other emergency zones, including location of fire hydrants.
10. Please provide location, design and written specifications of all materials to be used in the landscaping plan and planting schedule for the proposed project in accordance with the Zoning Ordinance Section 5.14.
11. Please coordinate with the Codes Enforcement Office regarding any proposed signs.
12. It is recommended that the applicant attempt to preserve as much existing vegetation and mature trees as possible during construction.
13. It is recommended that the Applicant be required to show snow stockpiling areas on the site plan.
14. The proposed location of the dumpster enclosure may create some congestion during pick up at times; it is recommended that the applicant consider alternatives.

STORMWATER

1. Town Zoning Ordinance Article VII Section 7.5 FF describes the Town requirements for stormwater management. It is recommended that the Planning Board require Applicant's Engineer to comply with this section. It is further recommended that the project develop

stormwater management facilities that are both ecologically beneficial and aesthetically pleasing.

2. The project involves the disturbance of more than one acre of soil and therefore will require coverage under NYSDEC SPDES Construction Activity Permit. The SPDES permit number should be added to the Detailed Preliminary Plans submitted for certification.
3. The applicant is required to reimburse the Town for engineering review fees for Storm Water Management review in accordance with Zoning Ordinance Section 7.11.

WATER AND WASTEWATER

1. All water and sewer relocation or new construction requires Town of Plattsburgh Water and Sewer Department Permits. After obtaining the necessary permits the project construction schedule shall be coordinated with Water and Sewer Departments within 72 hours advance notice for inspection of all work.

FEES

1. It is recommended that the Applicant be required to provide Site Plan fees in the amount of \$500.00 to the Planning Department with the submittal of the Detailed Preliminary Plans.
2. It is recommended that the Planning Board Condition approval of the detailed preliminary plans upon the applicant submitting the 3% construction cost performance guarantee and associated escrow agreement documents to the Planning & Community Development Department prior to plan certification.

NY GML 239 M REFERRAL

The project is subject to NYS GML 239m for referral to Clinton County Planning Board.

SEQRA

Planning Department Staff has reviewed the Part I SEQRA Short Form EAF submitted with the site plan application, site plan map and other documents associated with the project and recommends that the Planning Board consider the project to be an "Unlisted Action".

Planning Department Site Plan Review Checklist

(To Be Completed By Town Staff)

An application for detailed site plan or special use approval shall be made in writing and shall be accompanied by a detailed site plan and report prepared by a licensed land surveyor and/or professional engineer along with required site plan fees. The application, including the detailed site plan and fees, shall be submitted to the Secretary of the Planning Board a minimum of twenty-one (21) consecutive days before the scheduled Planning board meeting at which the detailed site plan is to be reviewed. Said detailed site plan application packet shall contain all information as designated on the following checklist. If the Applicant and Planning Board discussed the project at a Sketch Plan Conference (SPC), the required information shall be drawn from the following checklist together with other elements as determined necessary by the Planning Board at said SPC. Plans shall be drawn to a scale of one (1) inch equals fifty (50) feet unless

| Required | N/A | Project: BHSN Site Plan 2026 |
|-------------------------------------|-------------------------------------|--|
| Site Plan Review Elements | | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Title of drawing, including name and address of applicant and person responsible for preparation of such drawing |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | North arrow, graphic and numeric scale and date (initial plan date and provisions for plan revision dates) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Metes and bounds dimensions of the property prepared by a Land Surveyor licensed in New York State |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | All existing and proposed structures, features, and land use activities |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Parcels immediately adjacent to the subject parcel, prepared by a New York State Licensed Land Surveyor, and, for each parcel, the owner's name and address with current deed date and recording data |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Existing watercourses, flood hazard areas, flood insurance zones, and New York State designated and Army Corps of Engineers wetland areas, prepared by a Licensed Land Surveyor |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Grading and drainage plan, showing existing and proposed contours at a maximum of two (2) foot contour interval (USGS - NGVD datum for contour information on the detailed site plan shall be taken from existing USGS - NGVD Vertical Control monuments with their bench mark reference designated on the site plan). Planimetric and topographic information shall extend a minimum of fifty feet (50') beyond the property boundary |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Comparison of proposed project's NGVD elevations with elevations designated on the public sanitary system. Results thereof shall appear on the detailed site plan. (this applies only when a proposed site plan project is within 2,000 feet of an existing public sanitary sewer collection or treatment facility) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Exterior dimensions of all existing and proposed structures, with distances between all structures and distances between all structures and property lines properly dimensioned |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Type of construction materials and exterior color(s), height (eave and peak) and other exterior features for all existing and proposed structures, properly dimensioned |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Elevations of all views for all existing and proposed structures |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Location, design and type of construction of all existing and proposed parking, truck loading areas, vehicular access and egress (Traffic Control Plan), with profile elevations and cross-section details provided at fifty (50) foot intervals |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Existing and proposed provision for pedestrian access and movement |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Existing and proposed pedestrian and vehicular links to adjacent lots and public rights-of-way |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Location of existing and proposed outdoor storage, if any, properly dimensioned |

Planning Department Site Plan Review Checklist

| √ | N/A | Site Plan Review Elements |
|-------------------------------------|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Location, design, construction materials and written specifications of all existing and proposed site improvements including drains, culverts, retaining walls, and fences |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Method of sewage disposal with location, design, construction materials and within specifications of such facilities, properly dimensioned, with profiles, elevations and cross sections details provided at fifty (50) foot intervals |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Method of securing water with location, design, construction materials and written specifications of such facilities, properly dimensioned with profiles, elevations and cross sections details provided at fifty (50) foot intervals |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Location of existing and proposed fire and other emergency zones, including the location of fire Hydrants with fire flow test results not more that twenty-four (24) months old |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Location, design, construction materials and written specifications of all energy distribution facilities, including electrical, gas and solar energy, properly dimensioned |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Location, size design and type of construction of all existing and proposed signs |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Location of existing and proposed buffer areas, including existing and proposed vegetative cover (refer to Section 5.14 on page 47); |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Location design and written specifications of all existing and proposed outdoor lighting facilities |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identification of each land use activity and the numerical amount of building area for all existing and proposed structures and land use activities within the project |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Location, design and written specifications of all materials to be used in the landscaping plan and planting schedule for the proposed project |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Information for landscaping and planting schedule previously approved for the site relative to approved planting and planting existing at the time of the new detailed site plan approval |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Project schedule for all site plan improvements and proposed buildings or structures |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Record of all other applications and approval status of all necessary permits from federal, state, county and local officials |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | A Storm Water Management Report, prepares by a licensed engineer, providing, at a minimum, the following information: Narrative of proposed storm water management system and basis of design. Basis of closed storm water conveyance systems to be a ten (10) year storm event. Provide computations for flow, size and scope of each pipe section. Pre-development and post development runoff generation. Detention facilities shall be based upon a twenty-five (25) year post development runoff with peak discharge limited to the pre-development runoff from a ten (10) year storm event at the discharge point |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Erosion and Sediment Control Plan consistent with New York State Standards and Specifications |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Information to demonstrate that the length and width of drive-through lanes, both before and after the drive-through window or other feature is sufficient to provide enough stacking need for the vehicles entering and exiting the facility, along with adequate bypass lanes |

Planning Department Site Plan Review Checklist

| √ | N/A | Site Plan Review Elements |
|---|-------------------------------------|---|
| Identification of any permits required for the project's execution | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Federal: <input style="width: 80%;" type="text"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | State: <input style="width: 80%;" type="text"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | County: <input style="width: 80%;" type="text"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Local (Highway): <input style="width: 80%;" type="text"/> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Local (Water & Wastewater): <input style="width: 80%;" type="text" value="water and sewer service permits"/> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Zoning: <input style="width: 80%;" type="text" value="Building Permits, certificate of occupancy, Use variance"/> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Environmental: <input style="width: 80%;" type="text" value="SEQRA"/> |

| Additional Information Required | | |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Traffic Impact Analysis: <input style="width: 80%;" type="text"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Wetland Delineation: <input style="width: 80%;" type="text"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Phase IA/IB Cultural Resource Investigation: <input style="width: 80%;" type="text"/> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Conceptual Drawings, 3D renderings: <input style="width: 80%;" type="text" value="facade renderings"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Environmental Impact Statement (EIS): <input style="width: 80%;" type="text"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Other: <input style="width: 80%;" type="text"/> |

| | | |
|--|-------------------------------------|--|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Site Plan Fees: See Attached Town of Plattsburgh 2015 Fee Schedule. All fees shall be submitted along with the detailed site plan |
| Sketch Plan fee: <input style="width: 150px;" type="text" value="150.00"/> Detailed Plan Fee: <input style="width: 150px;" type="text" value="500.00"/> Special Use fee: <input style="width: 100px;" type="text"/> | | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | An estimated project site plan improvement construction cost sheet, excluding building cost as calculated on the "Schedule A" Cost Estimate Worksheet; |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Construction deposit required (3% of "Schedule A" Cost Estimate Total) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Other elements integral to the proposed site plan development as identified in the Planning Board Staff project review |

Costs incurred by the Planning Board for professional consultation services or extended staff reviews in connection with the review of a detailed site plan application shall be charged to the Applicant. Additional Staff review costs or other expenses may be charged to the Applicant in accordance with section 7.11 of the Town Zoning Ordinance.

Fee Schedule derived from Town Board Resolution 14-211 Dated June 16, 2014

| | | | |
|------------------------|--|--------------|---|
| Staff Reviewer: | <input style="width: 95%;" type="text" value="Jessica Kogut"/> | Date: | <input style="width: 95%;" type="text" value="02/04/2026"/> |
|------------------------|--|--------------|---|

**TOWN OF PLATTSBURGH
PLANNING BOARD NOTES**

Water and Sewer

- 1. All water and sewer relocation or new construction requires Town of Plattsburgh Water and Sewer Department Permits. After obtaining the necessary permits the project construction schedule shall be coordinated with Water and Sewer Departments within 72 hours advance notice for inspection of all work.
- 2. A water service permit is required to be obtained from the Town Water and Sewer Department at their prevailing fee and the developer shall be responsible for any Town Water and Sewer Department permit conditions.

Highway

- 1. A Highway Access Permit is required to be obtained from the Town of Plattsburgh Highway Department at their prevailing fee and the developer shall be responsible for any Town Highway Department Permit conditions.
- 2. A NYS Department of Transportation Highway Access Permit and Permit to work within a NYS Department of Transportation (NYS DOT) right-of-way are required to be obtained from NYS DOT and the developer is responsible for any permit conditions.
- 3. A Clinton County Highway Access Permit is required to be obtained from the Clinton County Highway Department and the developer is responsible for any permit conditions.

Signs

- 1. No sign other than for the purpose of traffic control as shown on the approved detailed preliminary plan shall be installed without first obtaining a permit or approval from the Zoning Enforcement Officer or Zoning Board of Appeals. This detail preliminary plan approval does not constitute a waiver for *Zoning Ordinance*, Article VI requirements.

Landscaping

- 1. All disturbed areas of the project shall be topsoiled and seeded and erosion control measures shall be implemented for stormwater runoff as shown on the detail preliminary plan.
- 2. A landscaping plan shall be provided for Planning Board review and approval. This plan shall be submitted with sufficient time for Planning Board review, approval, and for the applicant to have the landscaping materials installed prior to any request for a Certificate of Occupancy.
- 3. The Landscaping Plan consisting of planting schedule, plant type, and size can not be changed or substituted without Planning Department consultation and/or Planning Board Approval on the preliminary plan.

Handicap Parking

- 1. All handicap compliant parking spaces constructed shall be certified by the Zoning enforcement Officer to be in compliance with NYS Building Codes prior to issuance of any Certificate of Occupancy.

Site Lighting

- 1. All exterior lighting in connection with all building, signs, or other uses shall be directed away from adjoining streets and properties and shall not cause any objectionable glare observable from such streets or properties. All lighting shall be designed to minimize glare in the area being lighted and shall be shielded so as to prevent glare on adjacent property.
- 2. In no event shall any site lighting device in connection with this project be so placed or directed so as to present the beams and elimination there from to be directed or beamed skyward, upon a private or public street, highway, sidewalk or adjacent premises or property so as to cause glare or reflection that may constitute a traffic hazard or nuisance.
- 3. A site lighting plan shall be provided for Planning Board review and approval. This plan shall be submitted with sufficient time for Planning Board review, approval, and for the applicant to have the lighting materials installed prior to any request for a Certificate of Occupancy.

On Site Septic System

- 1. The project site is currently not served by a public sewer. As a result an on-site septic system must be used. The applicant must obtain a permit from the Clinton County Department of Health for the construction prior to the construction of any on-site septic system. The septic system must be installed according to Clinton County Department of Health guidelines and permit conditions.

Fuel Storage Tanks

- 1. Installation of underground or above ground LP storage tanks require compliance with all NFPA requirements and detailed construction plans certified by a professional engineer to be in compliance with NFPA requirements shall be submitted to the Town of Plattsburgh Code Enforcement Officer prior to installation of any LP storage tanks shown on these site plans.

Dig Safely New York

- 1. Always call Dig Safely New York (1-800-962-7962) two-ten working days prior to your dig or excavation. Dig with care! Always hand dig when within 2 feet on either side of any marked lines. If damage, contact, or disturbance of any underground utility line occurs, immediately notify the affected facility operator, utility or pipeline company. If damage to an underground facility creates an emergency, take immediate steps to safeguard health and property. Contact 911.

Site Plan Approval Time Line



1. Unless otherwise extended by the Planning Board this Site Plan Approval shall expire upon the following occurrences:
 - a. The applicant fails to undertake the proposed action or project, or
 - b. Fails to obtain any necessary building permits, within one year from the detail preliminary plan approval resolution date. A Site Plan Review Decision which has become invalid or which has expired pursuant to the terms of the resolution may be renewed upon application by the Applicant, payment of any applicable fee, and approval of the application by the Planning Board.

Subdivision with or without Improvements



1. Unless otherwise extended by the Planning Board this Subdivision plan shall expire upon the following occurrences:
 - a. Approval of the preliminary plan shall expire after one hundred eighty (180) days from the date of approval. Extension for two periods of ninety (90) days may be granted by the Planning Board upon application.
 - b. Approval of the final plan shall expire within sixty (60) days from the date of such approval unless within such 60 day period, such plat shall have been duly recorded and/or filed in the County Clerk's office.



2. Realty Subdivision review by the Clinton County Department of Health is required if the proposed subdivision is five (5) or more lots, designated by metes and bounds, each comprising of five (5) acres or less within any three (3) year period.



3. Upon completion of all proposed improvements, the developer shall provide the Town of Plattsburgh with "as-built" subdivision plans for certification by the Planning Board Chairman. Certification of the as-built plans is required prior to issuance of a building permit by the Town of Plattsburgh Code Enforcement officer.