



TOWN OF PLATTSBURGH

PLANNING & COMMUNITY DEVELOPMENT

151 BANKER ROAD
PLATTSBURGH, NY 12901-7307

WWW.TOWNOFPLATTSBURGH.NY.GOV
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

Andrew Mortensen
825 O'Neil Rd.
West Chazy, NY 12992

RE: Mortensen Subdivision 2026
Sketch Plan Review Meeting

Dear Mr. Mortensen:

Transmitted herewith is a copy of Resolution No. 26-29 dated May 19, 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 May 15, 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 May 15, 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 June 16, 2026, and deadline for the Planning Board Meeting is May 26, 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: Dean Lashway, Project Surveyor

**TOWN OF PLATTSBURGH
PLANNING BOARD MEETING
MAY 19, 2026**

Resolution No. 26-29
Motion by: Sarah Cayea

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

MORTENSEN SUBDIVISION 2026- Request for a 2-lot subdivision of a 6.15-acre lot resulting in lot 1 being a 3.86-acre new buildable lot, and lot 2 being a 2.29-acre lot to be merged with an adjoining lot. Located on Wallace Hill Rd. and Durand Rd. with public water and public sewer; Zoned R2; Tax Map Parcel #193.-3-16.1; Owner/ Applicant Andrew Mortensen; Surveyor Dean Lashway **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 May 15, 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 May 15, 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

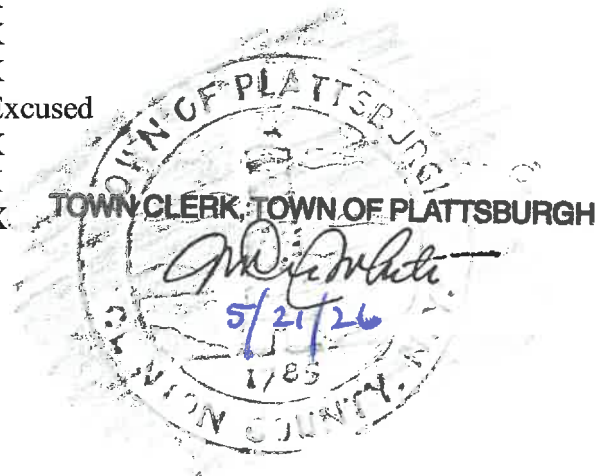
RESOLVED, that the said Detailed Preliminary map, plans and related materials as listed above shall be submitted to the Town Planning & Community Development Department twenty-one (21) days prior to the Planning Board Meeting at which time the above-said map, plan and related materials are to be considered.

Seconded By: Terry Senecal

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	Excused	
Sarah Cayea	X	
Joseph Krupka	X	
Tim Palmer, Chairman	X	

Carried: 6-0



**TOWN OF PLATTSBURGH
PLANNING BOARD MEETING
MAY 19, 2026**

May 15, 2026

Mortensen Subdivision 2026

Sketch Plan Review

Project is located on Wallace Hill Rd. & Durand Rd.

Plans dated April 2026

Plans received by Planning Department on April 28, 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 Mortensen 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 May 15, 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.

3. Please add parcel ID's to all lots shown.
4. Please include a zoning table showing compliance with bulk area requirements for existing and resulting lots as well as a list of applicable tax districts.
5. Please add a merge hook to indicate the lots that are proposed to be merged.
6. Please identify if Lots 2 and 3 were, or are intended to be, merged.

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

1. The project is required to provide a \$150.00 subdivision fee for detailed review with the detailed preliminary plan submittal.
2. No new lots are created by this subdivision, so recreation fees do not apply.

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 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.

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: Mortensen 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	The location of unerground energy utilities, conduit, and utility manholes
<input type="checkbox"/>	<input checked="" 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 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 type="checkbox"/>	<input checked="" type="checkbox"/>	All Parcels to be dedicated to public use and the conditions of such dedication
<input type="checkbox"/>	<input checked="" 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 nines
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Location, design, construction materials, and written specifications of all proposed energy distribution facilities, including electrical, gas and solar energy, properly dimensioned
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Location of all existing underground energy/communications utilities conduit and manholes
<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 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	Typical Sidewalk details
<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	Water/sewer service lateral to main with tap, connection, valves, etc.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Private well details
<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	Stormwater catch basin detail
<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	Local (Water & Wastewater): water and sewer service permits
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Zoning:
<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: 120.00 Detailed Plan Fee: 150.00 Recreation Fee: 0		
<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 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 25-207, dated 9/5/2025

Staff Reviewer: Jessica Kogut	Date: 5/13/2026
--------------------------------------	------------------------



TOWN OF PLATTSBURGH

PLANNING & COMMUNITY DEVELOPMENT

151 BANKER ROAD
PLATTSBURGH, NY 12901-7307

WWW.TOWNOFPLATTSBURGH.NY.GOV
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

May 21, 2026

Julie Gilchrist
384 Burke Rd.
Plattsburgh, NY 12901

RE: Happy Kids Early Learning Inc. Site Plan 2026
Planning Board Sketch/Detailed Plan Review Meeting

Dear Ms. Gilchrist:

Transmitted herewith is a copy of Resolutions No. 26-30A and 26-30B dated May 19, 2026, wherein the Town of Plattsburgh's Planning Board has made the required SEQR determination, and your sketch/detailed preliminary site plan was approved subject to your compliance with all items contained in the list of recommendations, changes, additions and modifications prepared by the Planning & Community Development Department and dated March 12, 2026.

Upon the Town's Planning & Community Development Department reviewing and certifying the revised plans are in compliance with all items required in the resolution, you will be directed to provide copies of the plans signed by you as your agreement that you will construct the project in accordance with these approved detailed preliminary plans. The Chairman of the Planning Board has been authorized to execute and approve the detailed preliminary plans after which you will be given a signed copy for your records together with a notice that you can request a building permit for the construction of the project improvements as shown on the said detailed preliminary plan maps. No other town permit (ex: building, water, sewer or highway) or work on the project is allowed to commence until you receive the approved detailed preliminary plan maps.

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 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 Planning Board



Trevor Cole, AICP
Senior Planner

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

**TOWN OF PLATTSBURGH
PLANNING BOARD MEETING
MAY 19, 2026**

The Public Hearing is called to order at 5:09 p.m. by the Chairman of the Planning Board for the purpose of hearing all persons interested in, or wanting to comment:

HAPPY KIDS EARLY LEARNING INC. SITE PLAN 2026- Request to convert an existing restaurant space into a childcare facility with related site improvements. Located on Route 9 with public water and public sewer; Zoned SC; Tax Map Parcel #194.13-2-24; Owner Renata Ajmo; Applicant Julie Gilchrist; Engineer RMS **SEQRA DETERMINATION & SKETCH/DETAILED PRELIMINARY PLAN REVIEW**

PERSONS SPEAKING FOR OR AGAINST

None

The hearing was adjourned at: 5:10 p.m.

**TOWN OF PLATTSBURGH
PLANNING BOARD MEETING
MAY 19, 2026**

Resolution No. 26-30A
Motioned by: Joseph Krupka

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

HAPPY KIDS EARLY LEARNING INC. SITE PLAN 2026- Request to convert an existing restaurant space into a childcare facility with related site improvements. Located on Route 9 with public water and public sewer; Zoned SC; Tax Map Parcel #194.13-2-24; Owner Renata Ajmo; Applicant Julie Gilchrist; Engineer RMS **SEQRA DETERMINATION**; 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, 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 May 19, 2026; and

WHEREAS, the Town's Planning & Community Development Department received and reviewed the Site Plan application, maps, plans, and SEQRA Part 1 Short EAF; and

WHEREAS, the Town's Planning Board reviewed the information filed with the application for the Project, including the 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 Project 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 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 be it further

RESOLVED, that the Town's Planning Board does hereby determine that the project is an UNLISTED "ACTION" in accordance with said Environmental Review procedures and a coordinated review will not be done; and, be it further

RESOLVED, that the Town's Planning Board acting as the "Lead Agency" in a SEQRA Review does hereby receive and place on file the _____ Subdivision _____ x _____ 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 supplemental documents referenced above and does hereby find and determine the following:

- a) The access and traffic proposed in the Project were reviewed by the Town Planning Board and found acceptable; and
- b) The proposed impervious area in the project plan is not significant - and/or will be managed in compliance with Town and State regulations; and
- c) The lot coverage in the Project and density comply with local zoning regulations; and
- d) The erosion and sedimentation from the development and water quality during such development will be properly controlled by the existing storm water facilities; and it is further

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) significantly increase the number of people who would come to the site absent such development; or

i) impair the environmental characteristics of the area; and, *it is further*

RESOLVED, that the Town Planning Board of the Town of Plattsburgh after review of the said Subdivision x Site Plan application, maps, plan, completed EAF, 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 that the attached Negative Declaration Notice of Determination of Non-Significance be filed accordingly.

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 Local Law of the Town of Plattsburgh 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 (Not Verbatim): Town Senior Planner, Trevor Cole informed the Planning Board that the project had submitted a complete SEQRA short form EAF Part I. Mr. Cole and the Planning Board reviewed the questions on the SEQRA EAF Part II together and discussed the responses. 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.

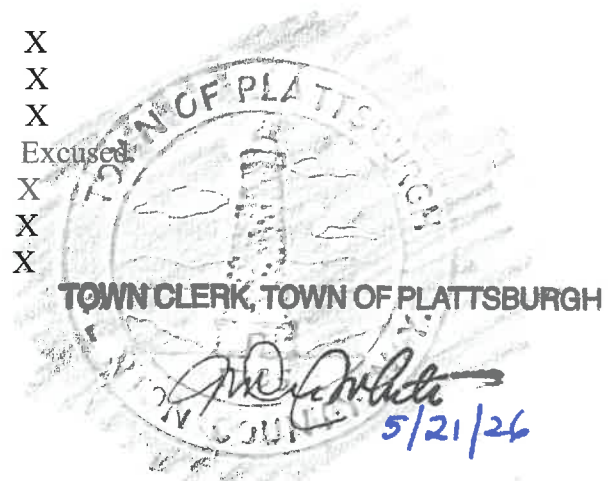
Roll Call:

Terry Senecal
Debbie Blake
James Sherman
Malana Tamer
Sarah Cayea
Joseph Krupka
Tim Palmer, Chairman

Yes No

X
X
X
Excused
X
X
X

Carried: 6-0



**TOWN OF PLATTSBURGH
PLANNING BOARD MEETING
MAY 19, 2026**

Resolution No. 26-30B

Motion by: Terry Senecal

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

HAPPY KIDS EARLY LEARNING INC. SITE PLAN 2026- Request to convert an existing restaurant space into a childcare facility with related site improvements. Located on Route 9 with public water and public sewer; Zoned SC; Tax Map Parcel #194.13-2-24; Owner Renata Ajmo; Applicant Julie Gilchrist; Engineer RMS **SKETCH/DETAILED PRELIMINARY PLAN REVIEW**; and

WHEREAS, public hearing for the said project was held on May 19, 2026, in accordance with the Town of Plattsburgh's *Zoning Ordinance* Sections 7.6 A, B, & C ; and

WHEREAS, the detailed preliminary site map, plans and associated materials have been reviewed by the Town's Water and Wastewater Department who did not have any additional comment; and

WHEREAS, the project was referred and submitted to the Clinton County Planning Board, in accordance with NYS municipal Law Section 239m; and

WHEREAS, the Clinton County Planning Board did on May 6, 2026, hear Referral Number 44-26 and deemed a local issue by a vote of 8-0; and

WHEREAS, the detailed preliminary site map, plans and related materials have been reviewed by the Town's Planning & Community Development Department which has submitted a recommendations letter dated May 15, 2026, to the Planning Board for the Planning Board's consideration; now, therefore be it

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

- A. Receive and place on file the said Planning & Community Development Department's recommendations letter dated May 15, 2026; and
- B. Concur with the said items and recommendations contained in the said Planning & Community Development Department's list of recommendations letter dated May 15, 2026; and be it further

RESOLVED, that the Town Planning Board does hereby find and determine that the detailed preliminary site plan request with the proposed changes identified in the Planning & Community

Development Department's recommendations letter dated May 15, 2026, will be in an approvable form and does hereby grant and approve the site plan changes for said project subject to the following:

- A. That the applicants have their Surveyor/Engineer submit a revised paper plan to the Town's Planning & Community Development Department showing compliance with the items and conditions contained in the Town's Planning & Community Development Department's recommendations letter dated May 15, 2026; and
- B. That the Town's Planning & Community Development Department reviews said revised paper plan and certifies there on the revised paper plan that the plan is in compliance with all the items and conditions as requested; and
- C. That the applicants provide the Town's Planning & Community Development Department with four (4) paper copies of the detailed preliminary site plan signed by the applicant or applicant's designated agent to acknowledge that all site plan improvements shall be constructed in accordance with and as shown on the approved detailed preliminary site plan which plans shall also be certified by the Town's Planning & Community Development Department to be in compliance with Planning Board requirements; and be it further

RESOLVED, that unless otherwise extended by the Planning Board this site plan review decision 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 filing date of this decision. A site plan review decision which has become invalid or which has expired pursuant to the terms of this resolution may be renewed upon application by the applicant, payment of any applicable fee, and approval of the application by the Planning Board; and be it further;

RESOLVED, that the Planning Board does hereby establish the following additional conditions of approval:

- A. Subject to the applicant complying with any requirements of the Planning Board noted in the Planning Board Resolution discussion; and
- B. Subject to the applicant providing as-built plans to the Planning Department upon completion of the project as per Section 7.13 of the Town Zoning Ordinance; and be it further

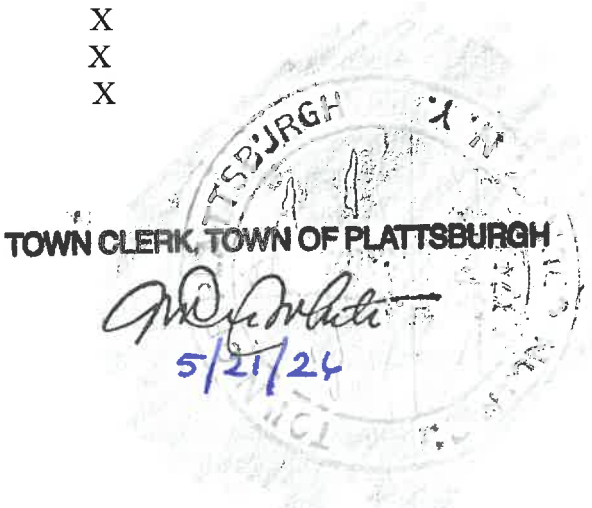
RESOLVED, that the Planning Board does hereby authorize and direct the Chairman of the Town of Plattsburgh's Planning Board to execute the revised detailed preliminary site plan certified by the Town's Planning & Community Development Department.

Seconded By: James Sherman

Discussion (Not Verbatim): Town Senior Planner, Trevor Cole provided a brief but detailed project summary and slide presentation outlining the project's components. Project Engineer, Aaron Ovios added that the project would plant evergreen trees for added privacy. He stated that there would be approximately 38 kids at the center.

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

Carried: 5-0



**TOWN OF PLATTSBURGH
PLANNING BOARD MEETING
MAY 19, 2026**

May 15, 2026

Happy Kids Early Learning Inc. Site Plan 2026

Project is located on Route 9

Plans dated April 2026

Plans received by Planning Department on April 28, 2026

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

RECOMMENDED CONDITIONS FOR CONSIDERATION OF PROJECT 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. Please coordinate with the Codes Enforcement Office regarding any proposed signs.
2. Please note, local building codes inspections are conducted independently of New York State Education and Health Code inspections.
3. It is recommended that the applicant consider planting at least 2 additional trees along Route 9 (out side the fence) for added visual street buffer and summer shade. Species like red maple, honey locust, or hophornbeam.
4. It is recommended that the Planning Board condition any approval of the site plan upon the applicant providing As-Built plans for the project when construction is complete.
5. It is recommended that the Applicant identify all federal, state, or county local permits required for project execution.
6. It is recommended that the Planning Board condition any approval of the site plan upon the applicant meeting any and all conditions set forth in the Planning Board meeting discussion among Planning Board Members.

WATER & WASTEWATER

1. No comments

HIGHWAY

1. No comments

GENERAL MUNICIPAL LAW 239-M REFERRAL

1. The project is subject to NYS GML 239m for referral to Clinton County Planning Board for action within 500 feet of State Route 9. On May 6th, 2026, the action for referral (44-26) by a vote of 8-0, was deemed a Local Issue by the Clinton County Planning Board.

SEORA

The project has provided the Part 1 Short EAF as attached. The Part 2 EAF shall be reviewed, considered, and completed at the regularly scheduled meeting. Additional supplemental information shall be reviewed as provided. Staff has conducted a thorough review and has not identified any items with significant environmental impact to bring to the Planning Board's attention.

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.

Respectfully,

Trevor Cole, AICP

Sr. Planner

**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.

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="Happy Kids 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 checked="" type="checkbox"/>	<input 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 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	County : 239M referral
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Local (Highway): <input style="width: 80%;" type="text"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Local (Water & Wastewater): <input style="width: 80%;" type="text"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Zoning: <input style="width: 80%;" type="text"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Environmental: SEQRA Review

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 type="checkbox"/>	<input checked="" type="checkbox"/>	Conceptual Drawings, 3D renderings: <input style="width: 80%;" type="text"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Environmental Impact Statement (EIS): <input style="width: 80%;" type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Other: <input style="width: 80%;" type="text"/>

<input checked="" type="checkbox"/>	<input 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: 100px;" type="text" value="\$150.00"/> Detailed Plan Fee: <input style="width: 100px;" type="text" value="\$250.00"/> Special Use fee: <input style="width: 100px;" type="text"/>		
<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 site 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 25-205 Dated September 5, 2025

Staff Reviewer:	<input style="width: 95%;" type="text" value="Trevor Cole"/>	Date:	<input style="width: 95%;" type="text" value="5/13/2026"/>
------------------------	--	--------------	--

Project:	Happy Kids Site Plan 2026
Date:	May 19, 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: **Happy Kids S.P. 2026**

Date: **05/19/2026**

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.

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.

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

5-19-26

Name of Lead Agency

Date

Tim Palmer

Chairman

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

Tim Palmer
Signature of Responsible Officer in Lead Agency

[Signature]
Signature of Preparer (if different from Responsible Officer)



TOWN OF PLATTSBURGH

PLANNING & COMMUNITY DEVELOPMENT

151 BANKER ROAD
PLATTSBURGH, NY 12901-7307

WWW.TOWNOFPLATTSBURGH.NY.GOV
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

May 21, 2026

North Country Cross Fit
Ian Passino
130 Arizona Ave.
Plattsburgh, NY 12903

RE: North Country Cross Fit Site Plan 2026
Sketch Plan Review Meeting

Dear Mr. Passino:

Transmitted herewith is a copy of Resolution No. 26-31 dated May 19, 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 May 15, 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 May 15, 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
MAY 19, 2026**

Resolution No. 26-31

Motion by: James Sherman

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

NORTH COUNTRY CROSS FIT SITE PLAN 2026- Request to convert an existing garage space into a health and fitness facility with related site improvements. Existing house to remain. **USE VARIANCE REQUIRED** Located on Military Turnpike with public water and public sewer; Zoned T3C; Tax Map Parcel #220.2-1-1; Owner M. Garrand Properties LLC; Applicant Ian Passino; 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 completed checklist for detailed preliminary plans dated May 15, 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 a health and fitness center; 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 May 15, 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 May 15, 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.

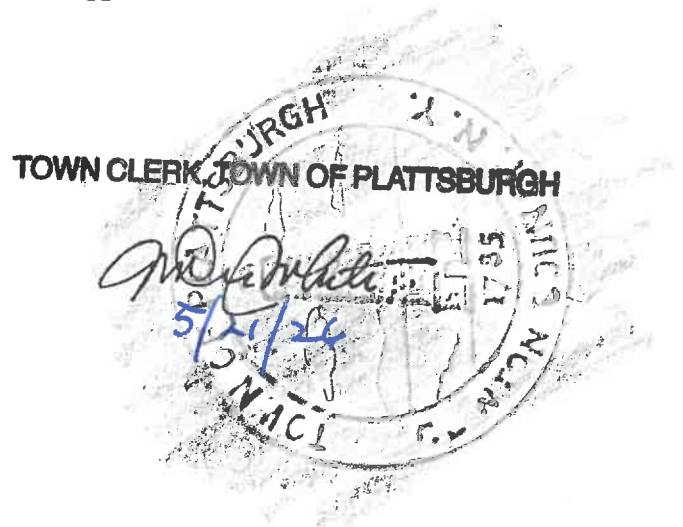
D. Require that the applicant submit **ALL REQUIRED PERMITS, APPLICATIONS, DRAWINGS AND ALL OTHER MATERIALS** as indicated on the said checklist.

Seconded By: 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. Project Engineer, Aaron Ovios added that the business would be open 7 days a week from approximately 6am-7pm.

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

Carried: 6-0



**TOWN OF PLATTSBURGH
PLANNING BOARD MEETING
MAY 19, 2026**

May 15, 2026

North Country Cross Fit Site Plan 2026

Project is located on Military Turnpike.

Plans dated April 2026

Plans received by Planning Department on April 28, 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 North Country Cross Fit 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 May 15, 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 a health and fitness center. If the use variance is granted, the applicant must comply with any conditions set forth by the Zoning Board of Appeals.
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, including a lumens plan. All parking in non-residential districts shall be lighted in accordance with the standards in Section 5.15.
6. 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.
7. Please coordinate with the Codes Enforcement Office regarding any proposed signs.
8. It is recommended that the Applicant be required to show snow stockpiling areas on the site plan.
9. It is recommended that the Applicant be required to show the location of a dumpster or other trash removal areas.
10. It is recommended that the Applicant identify the proposed use of the residential building.
11. It is recommended that the Applicant identify the plan for the removal of any existing debris or refuse from the property.
12. It is recommended that the Applicant identify any outdoor fitness activities or spaces and any related storage of equipment or materials.
13. Please identify the days and hours of operation for the proposed facility.

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.

HIGHWAY

1. This project is located on Military Turnpike which is a Clinton County highway. The applicant is required to coordinate with the Clinton County Highway to identify and comply with any conditions set forth by the Superintendent.
2. It is recommended that the residential structure (if it is to remain residential) have a separated and delineated access and parking area.

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 \$250.00 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 for projects located within 500ft of Military Turnpike.

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".

**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="NC Cross Fit 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	County : 239m, County Highway
<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): service permit(s) <input style="width: 80%;" type="text"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Zoning: Building Permit, Use Variance
<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 type="checkbox"/>	<input checked="" type="checkbox"/>	Conceptual Drawings, 3D renderings: <input style="width: 80%;" type="text"/>
<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: 100px; text-align: center;" type="text" value="150.00"/> Detailed Plan Fee: <input style="width: 100px; text-align: center;" type="text" value="250.00"/> 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 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 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="5/13/26"/>
------------------------	--	--------------	--