



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

Champlain Centre
60 Smithfield Blvd. Suite 69
Plattsburgh, NY 12901

RE: Champlain Centre Site Plan 2026
Sketch Plan Review Meeting

Dear Champlain Centre:

Transmitted herewith is a copy of Resolution No. 26-38 dated August 4, 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 July 17, 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 July 17, 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
AUGUST 4, 2026**

Resolution No. 26-38

Motion by: Terry Senecal

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

CHAMPLAIN CENTRE SITE PLAN 2026- Request to construct a loading dock, storefront entrance and sidewalk for a new tenant with related site improvements. **AREA VARIANCE REQUIRED.** Located on Smithfield Blvd. with public water and public sewer; Zoned T5; Tax Map Parcel # 206.4-2-1.21; Owner/Applicant Champlain Centre; Engineer AEDA **SKETCH PLAN REVIEW;** and

WHEREAS, the Town of Plattsburgh's Planning & Community Development Department has conducted a sketch site plan review of the "Project" and has submitted a Project review letter and checklist for detailed preliminary plans dated July 17, 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 Codes Enforcement Office has determined that the project requires an area variance; and

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

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

- ☐ An action involving a Federal Agency - A final EIS for the action has been duly prepared under the National Environmental Policy Act of 1969 and a findings statement pursuant to NYS Environmental Law Part 617.11 will be prepared by the Town's Planning Board.
- ☐ Type I Action - a coordinated review will be conducted, and the Town of Plattsburgh Planning Board shall request to be designated lead Agency;

- ☐ Type II Action - no further environmental review is necessary;
- ☒ Unlisted Action:
- ☒ A coordinated review will not be done
- ☐ A coordinated review will be done and the Town of Plattsburgh Planning Board shall request to be designated lead agency
- ☐ A coordinated review will be done and the Town of Plattsburgh Planning Board does hereby designate _____ to assume the lead agency role in accordance with the New York State Environmental Law; and be it further

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

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

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

RESOLVED, that the Town of Plattsburgh's Planning Board after a review of the site plan and the Planning & Community Development Department's Staff Review Comments letter dated July 17, 2026, does hereby:

- A. Receive and place on file the site plan review letter and checklist completed by the Town's Planning & Community Development Department dated June 12, 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, Mike Coon explained the changes to the drive lanes and new landscaping.

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

Carried: 5-0

ROBIN OF PLATT
Robi Burgess, Dep
8/5/26
COUNTY