TOWN OF PLATTSBURGH
PLANNING & COMMUNITY DEVELOPMENT
151 BANKER ROAD
PLATTSBURGH, NY 12901-7307

WWW.TOWNOFPLATTSBURGHNY.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

August 19, 2026

Micro Bird USA LLC
Attn: Lola Miller
260 Banker Rd.
Plattsburgh, NY 12901

RE: Micro Bird Site Plan 2025
Planning Board Detailed Plan Review Meeting

Dear Micro Bird USA LLC:

Transmitted herewith is a copy of Resolution No. 26-44 dated August 18, 2026, wherein the Town of Plattsburgh Planning Board TABLED your detailed preliminary plan submittal due to insufficient information to make a SEQRA determination of significance. In particular, the application is lacking information regarding the wetlands disturbance and mitigation plan, including but not limited to, a response to NYSDEC comments and a final determination/permit from that Agency. Upon receipt of said information and/or permit the Town Planning Department will place your project for site plan detailed preliminary plan review on a subsequent Town Planning Board meeting agenda.

If you have any questions relative to the above, please contact the Planning Office at the Town of Plattsburgh.

Sincerely yours,
Tim Palmer, Chairman of the Planning Board

Trevor Cole, AICP
Senior Planner

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

The Town of Plattsburgh is an equal opportunity provider and employer

TOWN OF PLATTSBURGH
PLANNING BOARD MEETING
AUGUST 18, 2026

The Public Hearing is called to order at 5:03 p.m. by the Chairman of the Planning Board for the purpose of hearing all persons interested in, or wanting to comment:

MICRO BIRD SITE PLAN 2025- Request to construct Phase II of the parking expansion of approximately 6.1 acres of parking for the storage of small buses with related site improvements. Located on Banker Rd. with public water and public sewer; Zoned IP; Tax Map Parcel # 205.-4-13 & 2, and 205.-2-5.2; Owner/Applicant Valiant Real Estate USA; Engineer RMS **DETAILED PRELIMINARY PLAN REVIEW;** and **PERSONS SPEAKING FOR OR AGAINST**

None

The hearing was adjourned at: 5:04 p.m.

TOWN OF PLATTSBURGH
PLANNING BOARD MEETING
AUGUST 18, 2026

Resolution No.: 26-44

Motion by: Joseph Krupka

WHEREAS, the Town Planning Board has received and reviewed a Detailed Preliminary Site Plan, materials, and Preliminary Plan Fees for:

MICRO BIRD SITE PLAN 2025- Request to construct Phase II of the parking expansion of approximately 6.1 acres of parking for the storage of small buses with related site improvements. Located on Banker Rd. with public water and public sewer; Zoned IP; Tax Map Parcel # 205.-4-13 & 2, and 205.-2-5.2; Owner/Applicant Valiant Real Estate USA; Engineer RMS **DETAILED PRELIMINARY PLAN & SEQRA REVIEW;** and

WHEREAS, the detailed preliminary site map, plans and related materials have been reviewed by the Town's Planning Department which has submitted a recommendations letter dated August 13, 2026, to the Planning Board for the Planning Board's consideration; and

WHEREAS, the Planning Board has received and reviewed a site plan application, maps, and materials for said project; and

WHEREAS, the Town Planning Board previously on July 21, 2026, determined this project to be a Type I SEQRA action and did acknowledge the NYSDEC to be an Involved Agency for the purpose of the 6NYCRR Part 617 Determination of Significance; and

WHEREAS, the project involves disturbance of wetlands and mitigation of the same, which matter has not been fully reviewed, resolved, or permitted by the NYSDEC; and

WHEREAS, additional information is required to complete a circumspect environmental review of the project and take a "hard look" at the potential impacts; and

WHEREAS, the Planning Board Chairman did entertain a motion for tabling action on the site plan application until such time adequate information has been submitted and reviewed by the Planning Board; now therefore be it

RESOLVED, that the Town Planning Board does table the applicants site plan review request pending submittal and review of additional environmental impact information by the Planning Board.

Seconded By: Sarah Cayea

Discussion (Not Verbatim): Town Senior Planner, Trevor Cole provided a brief but detailed project summary. Mr. Cole explained to the Planning Board how additional information and correspondence with the DEC is still needed in order for the Board to make a decision on SEQR.

		Yes	No
Roll Call:			
	Terry Senecal	Excused	
	Debbie Blake, Acting Chairperson	X	
	James Sherman	X	
	Sarah Cayea	X	
	Joseph Krupka	X	
	Tim Palmer, Chairman	Excused	

Carried: 4-0



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SENIOR PLANNER
TREVOR COLE, AICP

SENIOR PLANNER
JESSICA KOGUT, AICP

PLANNING BOARD SECRETARY
MICHELE BUCKMINSTER

August 19, 2026

Douglas Hoffman
5115 Cascade Rd.
Lake Placid, NY 12946

RE: Hoffman Towing Site Plan 2026
Planning Board Detailed Plan Review Meeting

Dear Mr. Hoffman:

Transmitted herewith is a copy of Resolutions No. 26-45A and 26-45B dated August 18, 2026, wherein the Town of Plattsburgh's Planning Board has made the required SEQR determination, and your 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 August 13, 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.

The Town of Plattsburgh is an equal opportunity provider and employer

Prior to the issuance of a "Certificate of Occupancy" you are required to submit "As Built" construction drawings in accordance with Section 7.12 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.)
AES Northeast, Project Engineer

TOWN OF PLATTSBURGH
PLANNING BOARD MEETING
AUGUST 18, 2026

The Public Hearing is called to order at 5:21 p.m. by the Chairman of the Planning Board for the purpose of hearing all persons interested in, or wanting to comment:

HOFFMAN TOWING SITE PLAN 2026- Request to construct a 2 +/- acre fenced-in contractor's storage yard to store towed vehicles, and a 5,100 sq. ft. commercial building to be used as an office space and an automobile repair facility. Located on New York Rd. with public water and public sewer; Zoned A2; Tax Map Parcel #233.-5-86; Owner/Applicant Douglas Hoffman; Engineer AES Northeast **SEQRA DETERMINATION AND DETAILED PRELIMINARY PLAN REVIEW**

PERSONS SPEAKING FOR OR AGAINST

None

The hearing was adjourned at: 5:22 p.m.

TOWN OF PLATTSBURGH
PLANNING BOARD MEETING
AUGUST 18, 2026

Resolution No. 26-45A

Motioned by: James Sherman

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

HOFFMAN TOWING SITE PLAN 2026- Request to construct a 2 +/- acre fenced-in contractor's storage yard to store towed vehicles, and a 5,100 sq. ft. commercial building to be used as an office space and an automobile repair facility. Located on New York Rd. with public water and public sewer; Zoned A2; Tax Map Parcel #233.-5-86; Owner/Applicant Douglas Hoffman; Engineer AES Northeast **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 August 18, 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 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

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, Jessica Kogut informed the Planning Board that the project had submitted a complete SEQRA short form EAF Part I. Ms. Kogut and the Planning Board reviewed the questions on the SEQRA EAF Part II together and discussed the responses. Ms. Kogut 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:

	Yes	No
Terry Senecal	Excused	
Debbie Blake, Acting Chairperson	X	
James Sherman	X	
Sarah Cayea	X	
Joseph Krupka	X	
Tim Palmer, Chairman	Excused	

Carried: 4-0

Robi Burgess Dep
8/20/16

TOWN OF PLATTSBURGH
PLANNING BOARD MEETING
AUGUST 18, 2026

Resolution No. 26-45B

Motion by: James Sherman

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

HOFFMAN TOWING SITE PLAN 2026- Request to construct a 2 +/- acre fenced-in contractor's storage yard to store towed vehicles, and a 5,100 sq. ft. commercial building to be used as an office space and an automobile repair facility. Located on New York Rd. with public water and public sewer; Zoned A2; Tax Map Parcel #233.-5-86; Owner/Applicant Douglas Hoffman; Engineer AES Northeast **DETAILED PRELIMINARY PLAN REVIEW;** and

WHEREAS, public hearing for the said project was held on August 18, 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 on July 27, 2026, in accordance with NYS municipal Law Section 239m; and

WHEREAS, the Clinton County Planning Board did not have a quorum, and therefore did not act on the referral; 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 August 13, 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 August 13, 2026; and

B. Concur with the said items and recommendations contained in the said Planning & Community Development Department's list of recommendations letter dated August 13, 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 August 13, 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 August 13, 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 the Planning & Community Development Department with the 3% construction cost performance guarantee which will be held in escrow with the Town until certification of final as-built plans; and

C. Subject to the applicant providing as-built plans to the Planning Department upon completion of the project; 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.

RESOLVED, that upon the applicants completing all of the above requirements the Town's Planning & Community Development Department is hereby authorized to transmit one copy of the executed Approved Detailed Preliminary Plan to the applicant and a copy to the Town's Codes Enforcement Officer informing him that the plans are in compliance with the Town's Planning Board requirements; and, be it further

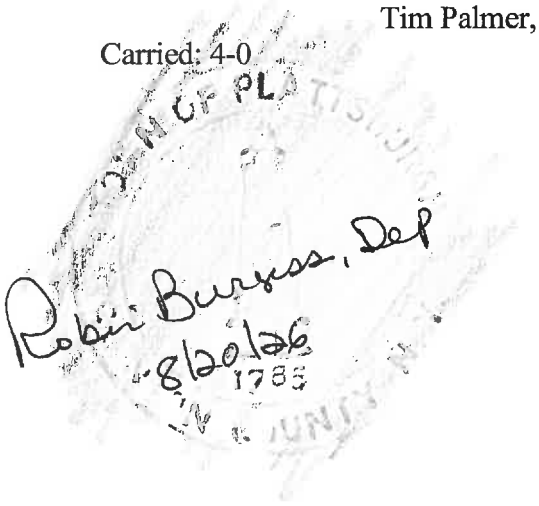
RESOLVED, that following the issuance of a building permit for the project by the Codes Enforcement Officer and upon the applicant/developer completing the construction of all related improvements as shown on the Approved Detailed Preliminary Plan the applicant/developer shall submit As-Built plans to the Town's Planning & Community Development Department in accordance with Sections 7.13 of the Town's *Zoning Ordinance*.

Seconded By: Joseph Krupka

Discussion (Not Verbatim): Town Senior Planner, Jessica Kogut provided a brief but detailed project summary and slide presentation outlining the project's components. Project Engineer, Scott Allen then answered questions from the Board. Planning Board member, Joseph Krupka asked what kind of fencing would be used as well as what type of trees would be planted. Mr. Allen responded that the fence would be black metal with a black mesh and the trees would be red maple. Senior Planner, Trevor Cole explained to the applicant that there was a concern that this site was going to be a junkyard and the applicant responded that they only store vehicles, they do not sell them for parts. He added that most of their business was light to medium duty towing of wrecked cars waiting for insurance company pick up.

		Yes	No
Roll Call:			
	Terry Senecal	Excused	
	Debbie Blake, Acting Chairperson	X	
	James Sherman	X	
	Sarah Cayea	X	
	Joseph Krupka	X	
	Tim Palmer, Chairman	Excused	

Carried: 4-0



TOWN OF PLATTSBURGH
PLANNING BOARD MEETING
AUGUST 18, 2026

August 13, 2026

Hoffman Towing Site Plan 2026
Project is located on New York Rd.
Plans dated June 2026
Plans received by Planning Department on June 30, 2026

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

RECOMMENDATIONS, CHANGES, ADDITIONS, OR MODIFICATIONS

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

1. Please clearly indicate the between Phase 1 and Phase 2 on the detailed plans for signature.
2. Please provide a projected timeline for completion of each phase.
3. Please provide a rendering of the proposed building with submission of detailed plans for signature.

COUNTY 239 M REFERRAL

1. The project was referred to the Clinton County Planning Board under GML 239M. The Clinton County Planning Board did not have a quorum, so no decision was rendered. The lack of decision allows the Town Planning Board to proceed.

RECOMMENDED CONDITIONS OF APPROVAL

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

1. Any expansion of the proposed uses, or new outdoor storage would be subject to future site plan review.

2. Submission of As-Built plans and a site inspection will be required in addition to any building permits, sign permits, and code inspections for occupancy.

3. Submission of the 3% construction cost performance guarantee is required with the associated documentation to be submitted with detailed preliminary plans for signature, prior to the issuance of building permits.

SEQRA

The project has provided the Part 1 Short EAF as attached. The Part 2 EAF will be completed and reviewed at the meeting. Additional supplemental information has been reviewed as provided. Staff has not identified any potential significant adverse impacts requiring additional consideration.

RECOMMENDATION

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

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

Sincerely,

Jessica Kogut, AICP

Senior Planner

Agency Use Only [If applicable]

Project: Hoffman Towing SP 2026

Date: 8/18/26

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?	☒	☐
2. Will the proposed action result in a change in the use or intensity of use of land?	☒	☐
3. Will the proposed action impair the character or quality of the existing community?	☒	☐
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	☒	☐
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?	☒	☐
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?	☒	☐
7. Will the proposed action impact existing: a. public / private water supplies?	☒	☐
b. public / private wastewater treatment utilities?	☒	☐
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	☒	☐
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	☒	☐
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	☒	☐
11. Will the proposed action create a hazard to environmental resources or human health?	☒	☐

PRINT FORM

Agency Use Only [If applicable]

Project: Hoffman Towing 2026

Date:

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.

The Part 2 was reviewed in the meeting with the members of the planning board. No significant environmental impacts were identified.

☐ 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	8/18/26
Name of Lead Agency	Date
Debbie Blake	Acting Chairman
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
Deborah D Blake	Jessica Kraus
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

PRINT FORM

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SENIOR PLANNER
TREVOR COLE, AICP

SENIOR PLANNER
JESSICA KOGUT, AICP

PLANNING BOARD SECRETARY
MICHELE BUCKMINSTER

August 19, 2026

Patty Davis
321 Hill Rd.
Boxborough, MA 01719

RE: Fortin Subdivision 2026
Detailed Preliminary Plan Review Meeting

Dear Ms. Davis:

Transmitted herewith is a copy of Resolutions No. 26-46A and 26-46B dated August 18, 2026, wherein the Town of Plattsburgh's Planning Board has made the required SEQR determination, and your detailed preliminary subdivision plan was approved subject to your complying with all items contained in the list of recommendations, changes, additions and modifications prepared by the Planning & Community Development Department and dated August 13, 2026.

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

1. Submit to the Town of Plattsburgh Planning Office a revised preliminary plan with ALL the changes as noted on the list of recommendations, changes, additions, and modifications dated August 13, 2026.

Further, pursuant to and as required by the Town of Plattsburgh's subdivision regulations, failure to comply with the above outline requests within 180 days from the date of approval will cause the approval which has been given to your plan to expire on February 14, 2027, and will require the submittal of a new subdivision application and map. Your immediate attention is requested on this matter.

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

The Town of Plattsburgh is an equal opportunity provider and employer

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

Sincerely yours,

Tim Palmer, Chairperson of the Planning Board

Trevor Cole, AICP
Senior Planner

Pc: Dean Lashway, Project Surveyor
Jeremiah Cross, Assessor (Tax Map Parcel #206.-1-15.1)

TOWN OF PLATTSBURGH
PLANNING BOARD MEETING
AUGUST 18, 2026

The Public Hearing is called to order at: 5:29 p.m. by the Chairman of the Planning Board for the purpose of hearing all persons interested in, or wanting to comment:

FORTIN SUBDIVISION 2026- Request for a 2-lot subdivision of an 88.9-acre lot resulting in lot 1 being 86.9-acres of remaining land, and lot 2 being a 2.0-acre lot with an existing home. Located on Tom Miller Rd. with public water and public sewer; Zoned T3C; Tax Map Parcel #206.-1-15.1; Owner Irene Fortin Irrevocable Trust; Applicant Patty Davis; Surveyor Dean Lashway **SEQRA DETERMINATION AND DETAILED PRELIMINARY PLAN REVIEW**

PERSONS SPEAKING FOR OR AGAINST

None

The hearing was adjourned at: 5:30 p.m.

TOWN OF PLATTSBURGH
PLANNING BOARD MEETING
AUGUST 18, 2026

Resolution No. 26-46A

Motioned by: Sarah Cayea

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

FORTIN SUBDIVISION 2026- Request for a 2-lot subdivision of an 88.9-acre lot resulting in lot 1 being 86.9-acres of remaining land, and lot 2 being a 2.0-acre lot with an existing home. Located on Tom Miller Rd. with public water and public sewer; Zoned T3C; Tax Map Parcel #206.-1-15.1; Owner Irene Fortin Irrevocable Trust; Applicant Patty Davis; Surveyor Dean Lashway **SEQRA DETERMINATION;** and

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

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

WHEREAS, public comment opportunity was provided in consideration of this Project on August 18, 2026; and

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

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

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

RESOLVED, that the Town's Planning Board does hereby determine that the Mortensen Subdivision 2026 does constitute an "Unlisted Action" in accordance with said Environmental Review procedures and a coordinated review has been conducted; and, be it further

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

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

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

a) The overall scope of the Project development is less than the scope of the development permitted by the town's zoning regulations; and

b) The Project Summary was reviewed by the Town Planning Board and found acceptable; and

c) The proposed impervious area in the Project Plan is not significant; and

RESOLVED, that the Project does not:

a) involve a substantial adverse change in existing air quality, ground or surface water quality, traffic or noise levels, solid waste production, potential for erosion, flooding or drainage problems;

b) involve the removal or destruction of large quantities of vegetation or the interference with plant or animal life or impacts on a significant habitat area; substantial adverse impacts on a threatened or endangered species of plant or animal, or the habitat area of such species, or other significant adverse impacts to natural resources,

c) conflict with the Town's current plans or goals for the area where the project is located

d) impair the character or quality of the neighborhood;

e) represent a major change in the use of energy;

f) create any hazards to human health;

g) represent a substantial change in the use of the land;

h) increase the number of people who would come to the site absent such development in an undesirable/unmanaged manner; or

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

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

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

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

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

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

Seconded By: Joseph Krupka

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:	Yes	No
Terry Senecal	Excused	
Debbie Blake, Acting Chairperson	X	
James Sherman	X	
Sarah Cayea	X	
Joseph Krupka	X	
Tim Palmer, Chairman	Excused	

Carried: 4-0

Robin Burgess Dep
8/20/26

TOWN OF PLATTSBURGH
PLANNING BOARD MEETING
AUGUST 18, 2026

Resolution No.: 26-46B

Motion by: Joseph Krupka

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

FORTIN SUBDIVISION 2026- Request for a 2-lot subdivision of an 88.9-acre lot resulting in lot 1 being 86.9-acres of remaining land, and lot 2 being a 2.0-acre lot with an existing home. Located on Tom Miller Rd. with public water and public sewer; Zoned T3C; Tax Map Parcel #206.-1-15.1; Owner Irene Fortin Irrevocable Trust; Applicant Patty Davis; Surveyor Dean Lashway **DETAILED PRELIMINARY PLAN REVIEW**; and

WHEREAS, public hearings for the said subdivision were held on August 18, 2026, in accordance with the Town of Plattsburgh subdivision regulations; and

WHEREAS, the subdivision map, plans and related material has been reviewed by the Town of Plattsburgh's Planning & Community Development Department who has submitted a staff review letter dated August 13, 2026, for the Planning Board's consideration; and

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

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

A. Receive and place on file the said Planning & Community Development Staff Review letter dated August 13, 2026; and

B. Concur with the said letter and ALL items listed therein; and

C. Grant and approve the said preliminary subdivision plan subject to and under the following conditions:

   a. The applicants have their surveyor/engineer submit a revised paper plan and related material to the Planning & Community Development Department showing compliance with all items in the said checklist and list of recommendations dated August 13, 2026

D. Required that upon the Planning & Community Development Department certifying in writing that the revised paper subdivision (final) plans and related materials are in compliance with all the items requested, the applicant is required to submit the following:

   a. Three (3) sets of paper copies of the accepted subdivision (final) plan; and further require

E. Upon receipt of the said final plans and other related materials, the Chairman of the Town of Plattsburgh's Planning Board is authorized to execute, as a Final Subdivision Plan Approval, the paper copies of the subdivision maps and plans; and

F. Require that the applicant shall have the said approved Final Subdivision maps and plans filed in the Clinton County Clerk's Office in accordance with the Town of Plattsburgh subdivision regulations; and be it further

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

Seconded By: James Sherman

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

Roll Call:		Yes	No
	Terry Senecal	Excused	
	Debbie Blake, Acting Chairperson	X	
	James Sherman	X	
	Sarah Cayea	X	
	Joseph Krupka	X	
	Tim Palmer, Chairman	Excused	

Carried: 4-0



TOWN OF PLATTSBURGH
PLANNING BOARD MEETING
AUGUST 18, 2026

August 13, 2026

Fortin Subdivision 2026
Project is located on Tom Miller Rd.
Plans dated July 2026
Plans received by Planning Department on July 28, 2026

Dear Members of the Planning Board:

PLANNING & COMMUNITY DEVELOPMENT STAFF REVIEW

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

1. It is recommended that the Planning Board require the applicant to show the T3R/T3C zoning boundary on the subdivision plat. It is further recommended that a note be placed below the zoning information table stating "Lot 1 is located in both T3R and T3C zones and development must comply with the underlying zoning in which it is proposed".

RECOMMENDED CONDITIONS OF APPROVAL

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

1. It is recommended that the Planning Board condition approval of the subdivision upon filing of the plat and deed(s) associated with the subdivision/sale with the Clinton County Clerk.

2. Subject to the comments and additional conditions as set forth by the Planning Board during the meeting.

SEQRA

The project has provided the Part 1 Short EAF as attached. The Part 2 EAF will be completed and reviewed at the meeting. Additional supplemental information has been reviewed as provided. Staff has not identified any potential significant adverse impacts requiring additional consideration.

RECOMMENDATION

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

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

Sincerely yours,

Trevor Cole, AICP
Senior Planner

Agency Use Only [If applicable]

Project: Fortn Subdivision 2026

Date: August 10, 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?	☑	☐
2. Will the proposed action result in a change in the use or intensity of use of land?	☑	☐
3. Will the proposed action impair the character or quality of the existing community?	☑	☐
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	☑	☐
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?	☑	☐
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?	☑	☐
7. Will the proposed action impact existing: a. public / private water supplies?	☑	☐
b. public / private wastewater treatment utilities?	☑	☐
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	☑	☐
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	☑	☐
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	☑	☐
11. Will the proposed action create a hazard to environmental resources or human health?	☑	☐

PRINT FORM

Agency Use Only [If applicable]

Project: Fortin Subdivision 2026

Date: 08/10/2026

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.

The part 2 was reviewed in the meeting with the members of the Planning Board. No significant environmental impacts were identified

☐ 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	8.18.26
Name of Lead Agency	Date
~~Tim Palmer~~ Debbie Blake	Acting Chairman
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
Deborah B Blake	
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

PRINT FORM

TOWN OF PLATTSBURGH

PLANNING & COMMUNITY DEVELOPMENT

151 BANKER ROAD
PLATTSBURGH, NY 12901-7307

WWW.TOWNOFPLATTSBURGHNY.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

September 17, 2026

Jay Pellerin
441 Wallace Hill Rd.
Plattsburgh, NY 12901

RE: Pellerin Subdivision 2026
Sketch Plan Review Meeting

Dear Mr. Pellerin:

Transmitted herewith is a copy of Resolution No. 26-47 dated September 15, 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 September 11, 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 September 11, 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 October 20, 2026, and deadline for the Planning Board Meeting is September 29, 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

The Town of Plattsburgh is an equal opportunity provider and employer

TOWN OF PLATTSBURGH
PLANNING BOARD MEETING
SEPTEMBER 15, 2026

Resolution No. 26-47

Motion by: Sarah Cayea

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

PELLERIN SUBDIVISION 2026- Request for a 2-lot subdivision of a 142.4-acre lot resulting in lot 1 being 130-acres, and lot 2 being a 12.4-acre lot with an existing home and accessory buildings. Located on Wallace Hill Rd. with public water and private sewer; Zoned R2; Tax Map Parcel #192.-2-26.1; Owner/Applicant Jay Pellerin; 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 September 11, 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 September 11, 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, Trevor Cole provided a brief but detailed project summary and slide presentation outlining the project's components. Project Surveyor, Dean Lashway added that the Applicant will add an access easement and it will be shown on the detailed plan.

Roll Call:

	Yes	No
Terry Senecal	X	
Debbie Blake	X	
James Sherman	X	
Sarah Cayea	X	
Joseph Krupka	Absent	
Tim Palmer, Chairman	X	

Carried: 5-0

TOWN CLERK, TOWN OF PLATTSBURGH

SEP 17 2026

TOWN OF PLATTSBURGH
PLANNING BOARD MEETING
SEPTEMBER 15, 2026

September 11, 2026

Pellerin Subdivision 2026
Sketch Plan Review
Project is located on Wallace Hill Rd.
Plans dated August 2026
Plans received by Planning Department on August 25, 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 Pellerin 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 September 11, 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 include a zoning information table identifying site statistics for the proposed lot and remaining lands.

4. The subdivision plan should show existing structures and building setback lines.

5. Although the frontage for Lot 1 meets the minimum zoning criteria, it does not provide practical access since it includes wetlands and a stream. It is recommended that the Planning Board require the applicant to provide an easement over the existing driveway and stream culvert for access to Lot 1.

HIGHWAY

1. A Highway Access Permit for any new driveways will be required to be obtained from the Clinton County Highway Department at their prevailing fee and the developer shall be responsible for any County 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. The project will be required to provide a $250.00 recreation fee prior to certification of the final plat

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.

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: Pellerin Subdivision 2026		
☑	☐	Title of drawing, including name and address of applicant and person responsible for preparation of such drawing
☑	☐	North arrow, graphic and numeric scale and date (initial plan date and provisions for plan revision dates)
☑	☐	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
☑	☐	All existing and proposed structures, features, and land use activities
☑	☐	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
☑	☐	Lots within the proposed subdivision numbered in numerical order within blocks, and blocks lettered in alphabetical order
☑	☐	Minimum setback lines shown on all propsed lots
☑	☐	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
☐	☑	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
☐	☑	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
☑	☐	Exterior dimensions of all existing and proposed structures, with distances between all structures and distances between all structures and property lines properly dimensioned
☐	☑	Location, design, construction materials and written specifications of all existing and proposed site improvements including drains, culverts, retaining walls, and fences
☐	☑	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
☐	☑	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
☐	☑	Method of securing water with location, design, construction materials, and specifications of such facilities, properly dimensioned with locations of any existing wells or infrastructure
☑	☐	The location of water mains, sewer mains, valves, manholes, stormwater pipes and catchbasins
☑	☐	The location of unerground energy utilities, conduit, and utility manholes
☑	☐	The location of all planned street improvements and public facilities, existing and proposed watercourses, edge of pavement, curbs, roadside ditches, and sidewalks
☑	☐	Street names and right-of-way lines
☑	☐	The length of all straight lines, angles, radii, curves, and distances of each proposed street
☑	☐	The distance along a street from one property corner to the nearest existing street intersection
☑	☐	Existing and proposed pedestrian and vehicular links to adjacent lots and public rights-of-way
☑	☐	All Parcels to be dedicated to public use and the conditions of such dedication
☑	☐	Location and description of Town right-of-way monuments to Town specifications
☑	☐	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
☑	☐	Location of existing and proposed fire and other emergency zones, including the location of fire hydrants
☐	☑	Fire protection adequacey report and/or fire flow test results not more that twenty-four (24) months old
☑	☐	Identification of applicable Town service districts (water, sewer, lighting, ambulance, fire) and location of Town service district boundary nines
☐	☑	Location, design, construction materials, and written specifications of all proposed energy distribution facilities, including electrical, gas and solar energy, properly dimensioned
☑	☐	Location of all existing underground energy/communications utilties conduit and manholes
☐	☑	Location of existing and proposed buffer areas, including existing and proposed vegetative cover (refer to Section 5.14 of the Town Zoning Ordinance)
☐	☑	Location design and written specifications of all existing and proposed outdoor lighting facilities
☐	☑	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
☐	☑	Location, design and written specifications of all materials to be used in the landscaping plan and planting schedule for the proposed project
☑	☐	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
☐	☑	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
☐	☑	Project schedule for all site plan improvements and proposed buildings or structures
☐	☑	Record of all other applications and approval status of all necessary permits from federal, state, county and local officials
☐	☑	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
☐	☑	Erosion and Sediment Control Plan consistent with New York State Standards and Specifications
√	N/A	**Details Required**
☐	☑	Public Access Road typical with proposed cross section details at 50 foot intervals
☐	☑	Typical Sidewalk details
☐	☑	Typical driveway detail with culvert pipe and ditch line
☐	☑	Public water main detail with profile sections
☐	☑	Public sewer main details with profile sections
☐	☑	Open drainage details with profile and cross section details at 50 foot intervals
☐	☑	Utility/water/sewer trench cross setion details
☐	☑	Sanitary sewer manhole detail, complete with cross section
☐	☑	Private septic tank and leach field details and reference to ISTS permit if applicable
☐	☑	Water/sewer service lateral to main with tap, connection, valves, etc.
☐	☑	Private well details
☐	☑	Meter and meter pit detail
☐	☑	Fire hydrant detail
☐	☑	Streetlight detail
☐	☑	Stormwater catch basin detail
☐	☑	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
☐	☑	Federal:
☐	☑	State:
☐	☑	County :
☐	☑	Local (Highway):
☐	☑	Local (Water & Wastewater):
☐	☑	Zoning:
☑	☐	Environmental: SEQRA Review

		Additional Information Required
☐	☑	Traffic Impact Analysis
☐	☑	Wetland Delineation
☐	☑	Phase IA/IB Cultural Resource Investigation
☐	☑	Conceptual Drawings, 3D renderings
☐	☑	Environmental Impact Statement (EIS)
☐	☑	Other:

☑	☐	Subdivision Fees: See Attached Town of Plattsburgh 2025 Fee Schedule. All fees shall be submitted along with the detailed site plan
Sketch Plan fee: $100.00	**Detailed Plan Fee:** $150.00	**Recreation Fee:** 250.00
☐	☑	An estimated project site plan improvement construction cost sheet, excluding building cost as calculated on the "Schedule A" Cost Estimate Worksheet;
☐	☑	Construction deposit required (3% of "Schedule A" Cost Estimate Total)
☑	☐	Other elements integral to the proposed site plan development as identified in the Planning Board Staff project review

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

Fee Schedule derived from Town Board Resolution 25-207 Dated September 5, 2025

Staff Reviewer: Trevor Cole **Date:** 9/11/2026

TOWN OF PLATTSBURGH
PLANNING BOARD NOTES

Revised: 4/30/2018

Pellerin Subdivision 2026

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 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.