TOWN OF PLATTSBURGH

PLANNING & COMMUNITY DEVELOPMENT

151 BANKER ROAD
PLATTSBURGH, NY 12901-7307

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SENIOR PLANNER
TREVOR COLE, AICP

SENIOR PLANNER
JESSICA KOGUT, AICP

PLANNING BOARD SECRETARY
MICHELE BUCKMINSTER

September 17, 2026

Town of Beekmantown
571 Spellman Rd.
West Chazy, NY 12992

RE: Town of Beekmantown Mining
Site Plan and Special Use Permit 2026
Planning Board Sketch Plan Review Meeting

Dear Town of Beekmantown:

Transmitted herewith is a copy of resolution no. 26-48 dated September 15, 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 Department 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 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 Department and dated September 11, 2026, along with all other required materials to the Planning 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 Department at the Town of Plattsburgh.

Sincerely yours,
Tim Palmer, Chairman of the Planning Board

Trevor Cole, AICP
Senior Planner

Pc: RMS, Project Engineer

The Town of Plattsburgh is an equal opportunity provider and employer

TOWN OF PLATTSBURGH
PLANNING BOARD MEETING
SEPTEMBER 15, 2026

Resolution No. 26-48

Motion by: James Sherman

WHEREAS, the Town Planning Board has received and reviewed a sketch site plan for:

TOWN OF BEEKMANTOWN MINING SITE PLAN & SPECIAL USE PERMIT 2026- Request to expand an existing life of mine from 10 acres to 14.9 acres. Located on State Route 3 with private water and private sewer; Zoned R2; Tax Map Parcel #205.-1-41.1; Owner/Applicant Town of Beekmantown; Engineer RMS **SKETCH PLAN REVIEW**; herein after referred to as the "Project"; and

WHEREAS, the Town of Plattsburgh's Planning Department has conducted a sketch site plan review of the "Project" and has submitted a completed checklist for detailed preliminary plans and Item 35 review letter dated September 11, 2026, as part of the Town of Plattsburgh *Zoning Ordinance* Article VIII Special Use Permit Review and Article VII Site Plan Review Procedures for the Town Planning Board to review and consider; and

WHEREAS, the Town's *Zoning Ordinance*, dated November 2012, Section 7.6 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 Section 7.6 Paragraphs A, B, and C of the Town's *Zoning Ordinance* dated November 2012; and

WHEREAS, the proposed project is an expansion of a mining operation in a residential (R2) district which requires Special Permit Review as per Schedule 5.9 of the Town's Zoning Ordinance; and

WHEREAS, Special Permit approval is conditioned upon the provision of adequate safeguards to protect the health, safety, and general welfare of the public and to minimize possible detrimental effects of the proposed use on adjacent property; and

WHEREAS, Section 5.9 of the Town Zoning Ordinance requires minimum yard setbacks of 200 ft from any public road or property line for the purpose of excavation, blasting or stockpiling of materials; and

WHEREAS, the applicant previously received a variance for reduced setbacks by Appeal No. 1450 dated September 13, 2000; and

WHEREAS, the project requires a mining permit be granted by the NYSDEC and the NYSDEC has requested authorization for lead agency status from the TOP in accordance with 6NYCRR Part 617; and

WHEREAS, NYS General Municipal Law Section 239m is applicable and the site plans shall be submitted to the Clinton County Planning Board for their review and considerations; now therefore be it

RESOLVED, that the Town of Plattsburgh's Planning Board after a review of the site plan, site plan application, checklist for detailed preliminary plans and the Planning Department's recommended review comments letter dated September 11, 2026, does hereby:

A. Receive and place on file the Planning & Community Development Department review comments/letter dated September 11, 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 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 in accordance with the Planning Board 2026 Calendar; and be it further

RESOLVED, that upon receipt of a complete Detailed Preliminary Plan Application for the above referenced project the Planning 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 Section 7.7 Paragraphs A, B, and C of the Town's *Zoning Ordinance* dated November 2012: and be it further

RESOLVED, that upon receipt of a complete Detailed Preliminary Plan application for the above referenced project the Planning Department will complete a referral in accordance with GML 239m and forward the application to the Clinton County Planning Board for their review; and be it further

RESOLVED, that the Town of Plattsburgh's Planning Board after a review of the said application, sketch plan and the Planning 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 done and the Town of Plattsburgh Planning Board does hereby designate NYSDEC to assume the lead agency role in accordance with the New York State Environmental Law;

☐ 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

Second by: Sarah Cayea

Discussion (Not Verbatim): Town Senior Planner, Trevor Cole provided a brief but detailed project summary and slide presentation outlining the project's components. Project Engineer, Aaron Ovios added that he has applied for the re-opening of the variance and has spoken with DEC. He informed the Board that the map they are looking at today is the same map that was shown to the ZBA in 2000.

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

Town of Beekmantown Mining Site Plan & Special Use Permit 2026
Project is located on Rte 3.
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 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 and concerns; 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 Department has conducted a sketch plan review of the Town of Beekmantown Mining Site Plan & Special Use Permit 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. It is recommended that the Planning Board require the Applicant respond in narrative form to Article VIII Section 8.6 A-M General Standards of the Town Zoning Ordinance wherein approval is stated to be conditional upon the provision of adequate safeguards to protect the health, safety, and general welfare of the public and to minimize the possible detrimental effects of the proposed use on adjacent property.

2. It is recommended the applicant be required to provide the Planning Board with the full set of mining plans and permit application submitted to the NYSDEC.

3. It is recommended that the proposed mine be required to comply with the Zoning Board of Appeals Appeal No. 1450, dated September 13, 2000.

4. Though Zoning Board of Appeals Appeal No. 1450, dated September 13, 2000 allows for a 50' reduced buffer along the boundary of property then owned by the Town of Plattsburgh and Sorrell, it appears to require a 200' buffer along property owned by VanEtten, now Snyder. These discrepancies should be resolved and reflected on the plan.

5. Section 5.9 B of the Town zoning ordinance specifies that no power operated sorting machinery shall be operated or located within 600 feet of a property line. This boundary should be shown on the plan and no sorting/crushing shall take place outside that area.

6. It is recommended that the applicant be required to maintain as much mature vegetation/trees within the 200 foot non-mining buffer as possible.

7. Please add the Town of Plattsburgh Planning Board Notes as indicated on the provided checklist.

STORMWATER

1. The project requires the preparation of an Erosion and Storm-water Pollution Prevention Plan. A review of the plan will be conducted by the Town's engineering consultant.

HIGHWAY

1. The project is served by an existing paved driveway and no changes to the design or use are proposed.

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 Long Form EAF submitted with the site plan application, site plan map and other documents associated with the project. Upon our review of 6NYCRR Part 617 the Planning Department recommends that the Planning Board consider the project to be a "Type I Action". The NYSDEC is an involved agency in this project with their review of a mining permit and it is anticipated

that they will request lead agency status. The Planning Department recommends the Planning Board grant lead agency status to NYSDEC. The Town Planning Board therefore cannot complete any project approval until the NYSDEC accomplishes a SEQR Determination of Significance and completes the requirements of 6 NYCRR Part 617.

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: Beekmantown Mining Expansion Site Plan & SUP 2026 **Site Plan Review Elements**
☒	☐	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
☒	☐	All existing and proposed structures, features, and land use activities
☒	☐	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
☒	☐	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
☒	☐	Type of construction materials and exterior color(s), height (eave and peak) and other exterior features for all existing and proposed structures, properly dimensioned
☒	☐	Elevations of all views for all existing and proposed structures
☒	☐	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
☒	☐	Existing and proposed provision for pedestrian access and movement
☒	☐	Existing and proposed pedestrian and vehicular links to adjacent lots and public rights- of-way
☒	☐	Location of existing and proposed outdoor storage, if any, properly dimensioned

Planning Department Site Plan Review Checklist

√	N/A	Site Plan Review Elements
☒	☐	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, with profiles, elevations and cross sections details provided at fifty (50) foot intervals
☐	☒	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
☐	☒	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
☒	☐	Location, design, construction materials and written specifications of all energy distribution facilities, including electrical, gas and solar energy, properly dimensioned
☒	☐	Location, size design and type of construction of all existing and proposed signs
☒	☐	Location of existing and proposed buffer areas, including existing and proposed vegetative cover (refer to Section 5.14 on page 47);
☒	☐	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
☐	☒	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
☒	☐	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
☐	☒	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
	X	Federal:
X		State: Mining Permit
X		County : 239M referral
	X	Local (Highway):
	X	Local (Water & Wastewater):
X		Zoning: Compliance with Variance
X		Environmental: SEQRA Review

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

X		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: $150.00		**Detailed Plan Fee:** $750.00 **Special Use fee:** $500.00
	X	An estimated project site plan improvement construction cost sheet, excluding building cost as calculated on the "Schedule A" Cost Estimate Worksheet;
	X	Construction deposit required (3% of "Schedule A" Cost Estimate Total)
X		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: Trevor Cole **Date:** 9/11/2026

TOWN OF PLATTSBURGH
PLANNING BOARD NOTES

Revised: 4/30/2018

Beekmantown Mining Site Plan & SUP 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.

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SENIOR PLANNER
TREVOR COLE, AICP

SENIOR PLANNER
JESSICA KOGUT, AICP

PLANNING BOARD SECRETARY
MICHELE BUCKMINSTER

September 17, 2026

Schluter Systems, LP
194 Pleasant Ridge Rd.
Plattsburgh, NY 12901

RE: Schluter Systems Parking Expansion Site Plan 2026
Sketch Plan Review Meeting

Dear Schluter Systems, LP:

Transmitted herewith is a copy of Resolution No. 26-50 dated September 15, 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 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 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 September 11, 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

The Town of Plattsburgh is an equal opportunity provider and employer

TOWN OF PLATTSBURGH
PLANNING BOARD MEETING
SEPTEMBER 15, 2026

Resolution No. 26-50

Motion by: Sarah Cayea

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

SCHLUTER SYSTEMS PARKING EXPANSION SITE PLAN 2026- Request to expand an existing 77 space parking lot by 107 spaces for a total of 184 parking spaces with related site improvements. Located on Connecticut Rd. with public water and public sewer; Zoned NC; Tax Map Parcel # 233.-5-52; Owner Connecticut Ave Holdings LLC; Applicant Schluter Systems, LP; Engineer RMS **SKETCH PLAN REVIEW**; and

WHEREAS, the Town of Plattsburgh's Planning & Community Development Department has conducted a sketch site plan review of the "Project" and has submitted a Project review letter and checklist for detailed preliminary plans dated September 11, 2026, as part of the Town of Plattsburgh *Zoning Ordinance* Article VII Site Plan Review Procedures for the Town Planning Board to review and consider; and

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

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

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

☐ An action involving a Federal Agency - A final EIS for the action has been duly prepared under the National Environmental Policy Act of 1969 and a findings statement pursuant to NYS Environmental Law Part 617.11 will be prepared by the Town's Planning Board.

☐ Type I Action - a coordinated review will be conducted, and the Town of Plattsburgh Planning Board shall request to be designated lead Agency;

☐ Type II Action - no further environmental review is necessary;

☒ Unlisted Action:

☒ A coordinated review will not be done

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

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

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

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

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

RESOLVED, that the Town of Plattsburgh's Planning Board after a review of the site plan and the Planning & Community Development Department's Staff Review Comments letter dated September 11, 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 September 11, 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: 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	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

Schluter Systems Parking Expansion Site Plan 2026
Project is located on Connecticut 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 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 Schluter Systems Parking Expansion 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 September 11, 2026, prepared by the Planning staff.

2. Please add the Town of Plattsburgh Planning Board Notes as indicated on the provided checklist.

3. It is recommended that the Applicant identify all federal, state, or county local permits (including environmental) required for project execution.

4. 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.

5. 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.

6. Please coordinate with the Codes Enforcement Office regarding any proposed signs.

HIGHWAY

1. None.

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 the Applicant's Engineer to comply with this section. It is further recommended that the project develops stormwater management facilities that are both ecologically beneficial and aesthetically pleasing.

2. The applicant is required to reimburse the Town for engineering review fees for Storm Water Management review in accordance with Zoning Ordinance Section 7.11.

WATER AND WASTEWATER

1. None.

FEES

1. It is recommended that the Applicant be required to provide Detailed 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.

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: Schluter Parking Exp (CT Rd) Site Plan 2026 **Site Plan Review Elements**
☒	☐	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
☒	☐	All existing and proposed structures, features, and land use activities
☒	☐	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
☐	☒	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
☐	☒	Type of construction materials and exterior color(s), height (eave and peak) and other exterior features for all existing and proposed structures, properly dimensioned
☐	☒	Elevations of all views for all existing and proposed structures
☒	☐	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
☒	☐	Existing and proposed provision for pedestrian access and movement
☒	☐	Existing and proposed pedestrian and vehicular links to adjacent lots and public rights- of-way
☒	☐	Location of existing and proposed outdoor storage, if any, properly dimensioned

Planning Department Site Plan Review Checklist

√	N/A	Site Plan Review Elements
☒	☐	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, with profiles, elevations and cross sections details provided at fifty (50) foot intervals
☐	☒	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
☒	☐	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
☐	☒	Location, design, construction materials and written specifications of all energy distribution facilities, including electrical, gas and solar energy, properly dimensioned
☒	☐	Location, size design and type of construction of all existing and proposed signs
☐	☒	Location of existing and proposed buffer areas, including existing and proposed vegetative cover (refer to Section 5.14 on page 47);
☒	☐	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
☒	☐	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
☒	☐	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
☐	☒	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
	X	Federal:
	X	State:
X		County : 239m
	X	Local (Highway):
X		Local (Water & Wastewater):
X		Zoning:
X		Environmental: SEQRA

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

X		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: 150.00		**Detailed Plan Fee:** 250.00 **Special Use fee:** 0
X		An estimated project site plan improvement construction cost sheet, excluding building cost as calculated on the "Schedule A" Cost Estimate Worksheet;
X		Construction deposit required (3% of "Schedule A" Cost Estimate Total)
X		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: Jessica Kogut **Date:** 9/10/26

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

UMS Properties LLC
194 Pleasant Ridge Rd.
Plattsburgh, NY 12901

RE: UMS Properties Parking Lot & Tent Relocation Site Plan 2026
Sketch Plan Review Meeting

Dear UMS Properties LLC:

Transmitted herewith is a copy of Resolution No. 26-49 dated September 15, 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 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 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 September 11, 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

The Town of Plattsburgh is an equal opportunity provider and employer

TOWN OF PLATTSBURGH
PLANNING BOARD MEETING
SEPTEMBER 15, 2026

Resolution No. 26-49

Motion by: Debbie Blake

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

UMS PROPERTIES PARKING LOT & TENT RELOCATION SITE PLAN 2026- Request to relocate an existing 10,610 sq. ft. storage tent to an open space near the eastern property line and to construct a parking lot with 46 parking spaces in that area. Located on Pleasant Ridge Rd. with public water and public sewer; Zoned I; Tax Map Parcel #232.-3-10.1; Owner/Applicant UMS Properties LLC; Engineer RMS **SKETCH PLAN REVIEW**; and

WHEREAS, the Town of Plattsburgh's Planning & Community Development Department has conducted a sketch site plan review of the "Project" and has submitted a Project review letter and checklist for detailed preliminary plans dated September 11, 2026, as part of the Town of Plattsburgh *Zoning Ordinance* Article VII Site Plan Review Procedures for the Town Planning Board to review and consider; and

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

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

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

☐ An action involving a Federal Agency - A final EIS for the action has been duly prepared under the National Environmental Policy Act of 1969 and a findings statement pursuant to NYS Environmental Law Part 617.11 will be prepared by the Town's Planning Board.

☐ Type I Action - a coordinated review will be conducted, and the Town of Plattsburgh Planning Board shall request to be designated lead Agency;

☐ Type II Action - no further environmental review is necessary;

☒ Unlisted Action:

☒ A coordinated review will not be done

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

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

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

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

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

RESOLVED, that the Town of Plattsburgh's Planning Board after a review of the site plan and the Planning & Community Development Department's Staff Review Comments letter dated September 11, 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 September 11, 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: 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. Project Engineer, Aaron Ovios added that the applicant is in need of more parking as employees are currently parking on the lawn and this will help alleviate that.

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

Carried: 5-0



TOWN OF PLATTSBURGH
PLANNING BOARD MEETING
SEPTEMBER 15, 2026

September 11, 2026

UMS Properties LLC Parking Lot & Tent Relocation Site Plan 2026
Project is located on Pleasant Ridge 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 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 UMS Properties LLC Parking Lot & Tent Relocation 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 September 11, 2026, prepared by the Planning staff.

2. Please add the Town of Plattsburgh Planning Board Notes as indicated on the provided checklist.

3. It is recommended that the Applicant identify all federal, state, or county local permits (including environmental) required for project execution.

4. 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.

5. It is recommended the Applicant be required to show the location of existing and proposed fire and other emergency zones, including location of fire hydrants.

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.

HIGHWAY

1. None

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 the Applicant's Engineer to comply with this section. It is further recommended that the project develops stormwater management facilities that are both ecologically beneficial and aesthetically pleasing.

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 Detailed 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.

SEQRA

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

Planning Department Site Plan Review Checklist

(To Be Completed By Town Staff)

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

Required	*N/A*	Project: UMS Tent Reloc Site Plan 2026
		Site Plan Review Elements
X		Title of drawing, including name and address of applicant and person responsible for preparation of such drawing
X		North arrow, graphic and numeric scale and date (initial plan date and provisions for plan revision dates)
X		Metes and bounds dimensions of the property prepared by a Land Surveyor licensed in New York State
X		All existing and proposed structures, features, and land use activities
X		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
	X	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
X		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
	X	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
	X	Exterior dimensions of all existing and proposed structures, with distances between all structures and distances between all structures and property lines properly dimensioned
	X	Type of construction materials and exterior color(s), height (eave and peak) and other exterior features for all existing and proposed structures, properly dimensioned
	X	Elevations of all views for all existing and proposed structures
X		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
X		Existing and proposed provision for pedestrian access and movement
X		Existing and proposed pedestrian and vehicular links to adjacent lots and public rights- of-way
X		Location of existing and proposed outdoor storage, if any, properly dimensioned

Planning Department Site Plan Review Checklist

√	N/A	Site Plan Review Elements
☒	☐	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, with profiles, elevations and cross sections details provided at fifty (50) foot intervals
☐	☒	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
☒	☐	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
☐	☒	Location, design, construction materials and written specifications of all energy distribution facilities, including electrical, gas and solar energy, properly dimensioned
☒	☐	Location, size design and type of construction of all existing and proposed signs
☐	☒	Location of existing and proposed buffer areas, including existing and proposed vegetative cover (refer to Section 5.14 on page 47);
☒	☐	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
☒	☐	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
☒	☐	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
☐	☒	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
☐	☒	Federal:
☐	☒	State:
☒	☐	County : 239m
☐	☒	Local (Highway):
☒	☐	Local (Water & Wastewater):
☒	☐	Zoning:
☒	☐	Environmental: SEQRA

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

☒	☐	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: 150.00		**Detailed Plan Fee:** 250.00 **Special Use fee:** 0
☒	☐	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 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: Jessica Kogut **Date:** 9/10/26

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.