

City of Plattsburgh Planning Board

Resolution No.: 25-05

Motion by: Tom Cosgro

WHEREAS, the City Planning Board has received and reviewed a Site Plan Application and supplemental materials for:

15 HAMILTON STREET DEVELOPMENT 2025: Request to construct 3 new townhome duplexes with 30*38' (1,140 sq.ft.) footprints, a shared access drive and parking area on an approximately 0.539 acres (23,487 sq.ft.) parcel where an existing single family residence is undergoing a townhome conversion at 15 Hamilton Street (TMP #207.20-3-24). The parcel is zoned R2.

Applicant/Property owner: KLM Development LLC. / Kyle & Kim Ford

Plan Preparer: AES Northeast / Scott Allen

SKETCH PLAN REVIEW and;

WHEREAS, the sketch site plan and related materials have been reviewed by the City of Plattsburgh's Planning Staff who submitted a Staff Report dated August 19, 2025 for the Planning Board's consideration; and

WHEREAS, review of the site plan and related materials has been coordinated with the following departments and agencies: City Public Works, Environmental Management, Building Inspector, Emergency Services, Municipal Lighting Department, Clinton County Office of Emergency Services, and Town of Plattsburgh Planning and Community Development Office whose comments were included within the Staff Report; 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 after a review of the said application, sketch plan, environmental assessment form, and other application materials, the Planning Board of the City of Plattsburgh 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 City's Planning Board.

☐ Type I Action - a coordinated review will be conducted and the City 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 City of Plattsburgh Planning Board shall request to be designated lead agency

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

RESOLVED, that upon receipt of a complete Detailed Preliminary Plan Application for the above referenced project the Community Development Office shall schedule a public hearing and such hearing shall be posted at least five calendar days prior to the meeting; and be it further

RESOLVED that the Planning Board of the City of Plattsburgh does hereby receive and place on file the said Staff Report dated August 19, 2025 and concur with the said Departmental Review Comments and Staff Recommendations contained therein and remunerated below

1. It is recommended that the Planning Board that all Departmental Review comments be addressed by the applicant, along with the following staff comments:

2. The applicant should either provide a narrative to explain, or and additional plan sheet That depicts the plan for staging and best management practices for erosion control during construction

- Best management practices appear to be depicted on Sheet 2, however it is still recommended that applicant depict areas for construction workers vehicle & equipment parking as well as staging for building materials during construction.

- It is recommended that the location for the proposed silt fence be fully within the property boundary

3. Building elevations missing scale bar, and A-1 sheet is not included in the drawing index/should be added

- A scale still needs to be provided for the Building Elevations drawings

4. note should be provided to indicate whether the drive/ parking will be paved or remain as gravel appears to be addressed

5. Please ensure legend includes all hatching, linework and symbols utilized within the plan - watervalves & manhole symbols are missing from legend, Wooden hatch added under call-out on the

plan rather than provided as a detail on the detail sheet for entire fence/ patio structure -

- this appears to be mostly addressed, however hatch for the proposed patios is Still missing

6. Please provide details for the patios and waste receptacle, and lighting - should be

added to detail sheet to depict profile & materials - appears to be addressed

7. Recommend adding pedestrian linkage to public walk- crosswalk added needs to be more appropriately located and provide linkage between 2 public walkways- driveway is not a safe location for a crosswalk/ walk linkage -

- still recommend that a connection be provided from onsite pedestrian activity to proposed public walkway to promote walkability, and better alignment with the Comprehensive Plan

- comments on crosswalk no longer relevant as crosswalk is no longer being proposed,

8. Recommend adding a 5' wide walkway paralleling Hamilton Street (on north side/ project side of street)

- applicant has provided a proposed 5' wide sidewalk which also appears to allow for a 5' wide snow storage area between the sidewalk & edge of roadway and to not interfere with other utilities

9. should include (total # of) "required" number of parking spots in the Zoning Table - appears to be met

10. Hatch for concrete walks should be added to legend - see comment # 5 above

11. Revisions to depict proposed utilities will need to be reviewed by DPW & MLD ahead of Planning Board approval - pending response from DPW

12. should also include full lighting details with luminosity/ intensity of fixtures, and photogrammetry layout to ensure no dark spots or areas of glare occur. - comment still stands as it does not appear to be fully met

13. parking areas should be appropriately screened and landscaped to blend harmoniously with adjoining areas

- applicant has proposed to maintain a 5' wide buffer around the property, however more detail should be provided to indicate what type of vegetation the buffer will be made up of

14. Should include any entrance signage for that is proposed for the complex

15. Newly proposed grading/ retention areas within the property's front yard appear to overlap the proposed 5' buffer to be maintained, and cross the property boundary on the western side. It is recommended that this be revised so all grading activity is kept within the property boundary, and not overlapping the proposed 5' buffer area.

- Additionally, other grading revisions and revisions to the associated parking/ access drive curbing to better direct anticipated run off to these retention areas, and away from the roadway.

- It is further recommended that these proposed retention areas are vegetated with

compatible, non-invasive species that can withstand heavy wet or dry periods and which may thrive within the growing zone.

16. The existing walkway associated with the existing structure is stated to be removed on sheet #2 of the plan set. This note should be carried through to all subsequent and applicable plan set drawings.

A. RESERVED for Remuneration of adopted staff/department comments; and, be it further

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

Motion to accept resolution 25-05 deem application complete, SEQRA Classification, sketch review approval. As a condition of approval, the Board moved to include all Staff Comments from Staff Report dated 8/19/2025, with the modification to better address Staff Comment #13, the applicant clarify existing conditions of some of the trees on site in the buffer area and whether they will be maintained or removed, and that Staff Comments #7 and #8 will be removed from recommendations, and in addressing Staff Comment #15, the applicant will offer more information, coordinating with DPW, regarding storm sewer adjustments.

RESOLVED that the Planning Board does hereby require that the applicant have their licensed land surveyor, architect, and/or professional engineer submit one (1) digital copy of a Detailed Preliminary Site Plan Set in accordance with the aforementioned Planning Staff Recommendations, Departmental Review Comments, and Planning Board Conditions (3) weeks prior to the Planning Board Meeting at which time the above said map, plan and related materials are to be reviewed by staff ahead of submission of hard copy documents and full Planning Board review..

Seconded By: Abby Mueser-Herr

	Yes	No	Abstain	Recused	Absent
Roll Call:					
James Abdallah	X				
Rick Perry	X				
Abby Meuser-Herr	X				
Tom Cosgro	X				
Carlie Leary	X				
Emily Reinhart (Alt)					

Carried: 5-0

ACTION TAKEN: Adopted X Defeated ☐ Withdrawn ☐ Tabled ☐ No Action ☐