# City of Plattsburgh Planning Board

# Resolution No.: 25-02A

Motion by: Tom Cosgro

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

> 63 BROAD STREET ADDITION 2025: Request to construct a single-story addition of approximately 3,679 square feet to an existing 10,178 ± square foot building currently used as a house of worship. The proposal also includes associated modifications to parking and open space, located at 63 Broad Street (221.7-1-1.2) within the R-2 zoning district
>
> Applicant/Property owner: Champlain Valley Christian Center, represented by Jesse Brooks
>
> Plan Preparer: Brooks Washburgh - LaBella Associates of Potsdam

**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, and Clinton County Office of Emergency Services whose comments were included within the Staff Report; and

## SEQRA DETERMINATION;

**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 require that all Departmental Review comments be addressed
2. Site Plan and survey should be provided in "grayscale" rather than color.
3. All property boundary depictions within the site plan set need to provide bearing and distance calls.
4. The survey, per section 360-37 of the City Code shall include, but not be limited to the following:

○ the stamp and license number of the licenced professional who completed it

○ bearings and distance calls for the property boundary

○ discernable line types for the various features that are being depicted

○ All associated property features to remain shall be depicted in grayscale linework and symbols, as necessary, and not dependant on a aerial photo backdrop

5. Update and refine the dimensional criteria table- all information appears to be provided on the current site plan dated 7/31/25, however the information should be provided in a single, well organized table, with a title (e.g. Zoning Table, or Land Use Table) to clearly demarcate what it is. The table should provide distinct columns and rows. Columns should be for required, existing, and proposed site plan elements. A note should provide what elements were approved by ZBA and include the approval number.
6. Elevation plans show exterior lighting on the proposed addition. Please provide fixture detail sheets, and indicate whether lighting will include cut-offs/shields and whether it is dark sky compliant.
7. Clarify the note that reads "coordinate w/ neighbor." Please explain what this refers to and provide any supporting documentation (e.g., easement or MOU). ○ If an associated easement exists for this detail, a note should be added calling out the easement instrument number, and a copy of the easement should also be provided as part of the Site plan review
8. Update and enlarge symbols for manholes, hydrants, bollards, pole lights, and handicap parking spaces.

9. Add design details for the sidewalk ramps.

10. proposed exterior building materials and colors appear to be missing, and should be included. If they are to match existing materials and colors, a note should be added to the plan set, and the existing materials and colors should be called out.

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 25-02 to deem application complete, complete the SEQRA Classification, and provide 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 exception of Staff Comment #7. Additionally, the board requests a 239M referral to Clinton County, a Stormwater Management outline memo and report, consideration of how the applicant is addressing special use permit requirements for off-lot parking, a Sediment and Erosion Control Plan, street front architectural and design considerations

**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: Carlie Leary

| | 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: 4-1

**ACTION TAKEN:** Adopted ☒ Defeated ☐ Withdrawn ☐ Tabled ☐ No Action ☐

# Resolution No.: 25-02B

**Motion by:** Carlie Leary

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

> 63 BROAD STREET ADDITION 2025: Request to construct a single-story addition of approximately 3,679 square feet to an existing 10,178 ± square foot building currently used as a house of worship. The proposal also includes associated modifications to parking and open space, located at 63 Broad Street (221.7-1-1.2) within the R-2 zoning district
>
> Applicant/Property owner: Champlain Valley Christian Center, represented by Jesse Brooks
>
> Plan Preparer: Brooks Washburgh - LaBella Associates of Potsdam

**DETAILED PLAN REVIEW** and;

**WHEREAS**, all previous testimony, Minutes and information be part of this meetings record

and Brooks Washburn , AIA reviewed all Staff Comments and Departmental Review Comments stating that Board comments have been incorporated into the plan set and;

**WHEREAS** public hearings for the said project was held on October 27, 2025, in accordance with the City of Plattsburgh Code Section 360-56; and

**WHEREAS** the detailed preliminary site map, plans and related material has been reviewed by the City of Plattsburgh's Community Development Office who has submitted Addendum Ⅲ for the Planning Board's consideration on January 26, 2025; and

**WHEREAS** review of the detailed preliminary site map, plans and materials have been coordinated with the City Public Works, Building Inspector, Emergency Services, and Municipal Lighting Departments and comments were included within the Community Development staff review comments; and

**WHEREAS** the Clinton County Planning Board on September 9, 2025 heard Referral Number 70- 25 and by a vote of 7-0 did approve the action without comments; and

**NOW, THEREFORE**, be it

**RESOLVED** that the City Planning Board of the City of Plattsburgh does hereby:

A. Receive and place on file the said Community Development Office Staff Report with

attachments of Addendums Ⅰ, Ⅱ, and Ⅲ; and

**RESOLVED**, that the City Planning Board does hereby find and determine that the detailed preliminary site plan request with the proposed changes identified in the Community Development Department's recommendations letter 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 digital site plan to the Community Development Office showing compliance with the items and conditions contained in the Community Development Office's Staff Report and this Project Resolution.

B. Require that upon the Community Development Office certifying via electronic mail delivery or in writing that the revised digital site plans and related materials are in compliance with all the items requested, the applicant is required to submit the following:

1. Three (3) 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 City's 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 project complying with all Permit requirements; and

B. Subject to the applicant complying with any requirements of the Planning Board noted in the Planning Board Resolution discussion; and

**RESOLVED** that the Planning Board does hereby authorize and direct the Chairman of the City of Plattsburgh's Planning Board to execute the revised detailed preliminary site plan certified by the City's Community Development Department; and, be it further

**RESOLVED** that upon the applicants completing all of the above requirements City's Community Development Department is hereby authorized to transmit one copy of the executed Approved Detailed Preliminary (ADP) site plan to the applicant and a copy to the City's Codes Enforcement Officer informing him that the Certified ADP site maps and plans are in compliance with the City's Planning Board requirements;

**Seconded By:** Abby Mueser-Herr

**Discussion & Conditions** (Not Verbatim): condition of approval requiring staff comments (1.14.26 to be addressed upon final site plan submission.

| | | Yes | No | Abstain | Absent |
|---|---|---|---|---|---|
| Roll Call: | James A. Abdallah | | | | X |
| | Abby Meuser-Herr | X | | | |
| | Tom Cosgro | X | | | |
| | Carlie Leary | X | | | |

Carried: 3-0

**ACTION TAKEN:** Adopted ☒ Defeated ☐ Withdrawn ☐ Tabled ☐ No Action ☐