

# City of Plattsburgh Planning Board

## Resolution No.: 25-02

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, 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 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 ☐