CITY OF PLATTSBURGH
PLANNING BOARD

James A. Abdallah, Chairman
Rick Perry
Abby Meuser-Herr
Tom Cosgro
Carlie Leary

Vacant (Alt.)
Vacant (Alt.)

Emily Reinhardt, Planner Tech
Barbara Brister, Sr. Account Clerk

Planning Board Minutes

Monday, September 22, 2025; 6:00 PM
(Work Session at 5:30pm)

Common Council Chambers
41 City Hall Place
Plattsburgh, NY 12901

Optional Zoom Link for Public: https://zoom.us/j/98044675140
Zoom Phone Number: 1-646-558-8656
Zoom Meeting ID: 980 4467 5140
Live Stream: This meeting will be streamed live to the City of Plattsburgh's Youtube Channel at: https://www.youtube.com/channel/UC7H36PiuYNJJkZpczbLvCbw

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Pledge of Allegiance

Roll Call:	James A. Abdallah (Chair), Rick Perry, Abby Meuser-Herr, Tom Cosgro, Carlie, Leary, Vacant (Alt.), vacant (Alt.)
Staff Present:	Andrew Durrin (Director CDO) Emily Reinhardt (Planner Tech), Barbara Brister (Senior Account Clerk)
Excused:	Jim Abdallah, Carlie Leary

Motion to Accept Meeting Minutes from September 8th, 2025 Meeting

Moved by:_____ Seconded by:_____

Discussion: Rick Perry stated that the motion to accept the 9/8/25 Special Planning Board Meeting Minutes could not be made because there were 3 voting members present at the 9/8/25 meeting and only 2 of the 3 were present at this meeting therefore there was not a quorum to approve the Minutes. Rick Perry stated that the 9/8/25 Minutes are consistent with the actions that were taken by the Planning Board members. Abby Mueser-Herr concurred.

Roll Call: James Abdallah☐ Rick Perry☐ Abby Meuser-Herr☐ Tom Cosgro☐ Carlie Leary☐

Action Taken: Adopted☐ Defeated☐ Withdrawn☐ Tabled☐

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1. **PB#25-06 HSR**

Project Name: 100 Bridge Street Porch Replacement 2025
Owner/Applicant/Plan Preparer: Jina Baker
Location: 100 Bridge Street, Plattsburgh
Tax Map Parcel: 207.20-2-1
Zone Designation: R2 (General Residential)
Historic District: The Point Historic District

County Review Referral: To be submitted for October 1st Meeting

Project Description: The applicant has requested a Historic Site Plan Review to replace/reconstruct an existing 11'x36' enclosed porch with like materials. The existing porch is attached to a historic structure that is listed on the New York State Historic Registry.

A. Public Hearing - no additional members of the public were present online, or in person.

B. Motion to Accept SEQRA Classification (Type II Action)

Moved by: Tom Cosgro Seconded by: Abby Meuser-Herr

Discussion:

Roll Call: Rick Perry ☑ Abby Meuser-Herr ☑ Tom Cosgro ☑

Action Taken: Adopted ☐ Defeated ☐ Withdrawn ☐ Tabled ☐

C. Motion to table historic site improvement plan until after the 239-M Referral is completed at the Clinton County Planning Board meeting on 10/1/25.

Moved by: Tom Cosgro Seconded by: Abby Meuser-Herr

Discussion:

- Jina Baker clarified that the "decorative front porch" referred to on the Building-Structure Inventory Form is not the porch represented in her application before the board.
- Jina Baker submitted 5 additional images depicting the entire house and all porches, specifying that the "North Porch" is the porch being replaced. Jina also stated that the "East Porch" already contains vinyl siding
- Jina Baker asked the board for their interpretation regarding SHPO's response and whether it is approved to re-enclose porch. Tom Cosgro referred to SHPO's response and it was agreed upon by board members that the board, while considering SHPO's recommendations, has the authority to make their own determination to approve re-enclosure of porch
- Jina Baker stated that the windows will be replaced with 6/6 windows to match the existing windows on the main house.
- Tom Cosgro referred to SHPO's recommendation to replace the porch foundation. Jina Baker stated that the porch steps will be replaced using wood to match the west porch.
- Rick Perry summarized further discussion as follows:
    1. Window panes will be 6/6 window pane to be more consistent with the main house.
    2. The steps will be consistent with the steps on the East porch with wooden steps and white wood balusters.
    3. Infill will be set back from the historic porch columns and the overall height of the columns should be maintained.
- Planning Board members completed the Rehabilitation Standards Summary and Analysis

Roll Call: Rick Perry ☑ Abby Meuser-Herr ☑ Tom Cosgro ☑

Action Taken: Adopted ☐ Defeated ☐ Withdrawn ☐ Tabled ☐

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2. PB# 25-07 HSR

Project Name: 15 Pleasant Street Porch Reconstruction (detailed review)

Owner/Applicant/Plan Preparer: Paul Spilman

Location: 15 Pleasant Street, Plattsburgh

Tax Map Parcel: 207.19-5-31

Zone Designation: RH (Residential Historic)

County Review Referral: To be submitted for October 1st Meeting

Historic District: Court Street Historic District

Project Description: Request to replace a 10' x 30' existing porch with some existing materials being re-used and others being "like" materials. The Porch is attached to a historic structure listed in the NYS Historic Preservation Office Building Structure Inventory.

Owner/ Applicant/ Plan Preparer: Paul Spilman

A. Public Hearing -no public hearing was held

B. Motion to Accept SEQRA Classification (Type II Action)

Moved by:_____ Seconded by:_____

Discussion:

- Board discussed tabling application due to applicant not being present
- Therefore, no action would be taken on the SEQRA classification

Roll Call: Rick Perry☐ Abby Meuser-Herr☐ Tom Cosgro☐

Action Taken: Adopted☐ Defeated☐ Withdrawn☐ Tabled☐

C. Motion to accept historic site improvement plan

Moved by: Tom Cosgro Seconded by: Abby Muser-Herr

Discussion:

Roll Call: Rick Perry☑ Abby Meuser-Herr☑ Tom Cosgro☑

Action Taken: Adopted☐ Defeated☐ Withdrawn☐ Tabled☐

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3. PB# 25-08 SPR (Sketch Plan Review)

Project Name: 4 Broad Street Hotel Addition

Owner/Applicant: Duocdirk V. Tran

Plan Preparer: AEDA, P.C.

Location: 4 Broad Street, Plattsburgh

Tax Map Parcel: 207.82-1-21

Zone Designation: B1 (General Business)
County Review Referral: To be submitted for October 1st Meeting
Historic District: None

Project Description: Construction of a 540 sq. ft. hotel addition beside the existing 1,012 sq. ft. Beauty Salon for housing of 1 one-bedroom hotel unit. Construction of a second story, 988 sq. ft. hotel addition above the existing building & new footprint to house 4 additional hotel units for a total of 5 hotel units. The Beauty Salon will remain in Operation. Project received an area variance with the stipulation of "side yard setback no less than 5 feet and not extending more than 2 feet from the existing building into the side yard".

A. Motion to accept application complete, complete the SEQRA Type II Classification, and provide sketch review approval. As a condition of approval, the Board moved to include all Staff Comments from Staff Report dated 9/18/2025

Moved by:Tom Cosgro Seconded by: Rick Perry
Discussion:

- Michael Coons, AEDA, gave an overview of the Site Plan. He referred to Staff Comment 3b stating that if the board felt the current driveway entrance would be a restriction to the vehicular access, he could discuss with the owner to slide it further to the South.
- Michael Coons requested clarity regarding Staff Comment #1 asking that conditions be documented by a licensed surveyor. He stated there is a historical survey that they have utilized for the boundary of the property. He stated that, as licensed engineers, they can document the existing conditions.
- Rick Perry inquired if the connectivity of the Conex boxes allowed access to the handicap unit below.
- Abby Mueser-Herr asked if the existing building had a flat roof. Michael Coons stated he believes it has a trussed or rafted roof. He stated the roof would be modified but the exterior walls will be bearing the new construction.
- Abby Mueser-Herr asked how stormwater planning will be managed or improved. Michael Coons stated they will not be changing the runoff. Abby Mueser-Herr asked if the runoff can be improved. Michael Coons said they are looking to remove a strip of asphalt and put in green space with additional green space added on the Durkee Street side. Michael Coons stated that he will discuss with applicant additional ways to address Stormwater Management especially in the planter box area and the driveway to maximize improvement.
- Rick Perry asked if the space under the last conex box is intended to be a parking space. Michael Coon stated that it is not officially a parking space and that it is part of an entryway.
- Rick Perry asked if 7'3" qualifies as a minimum dimension for a hotel room. Michael Coons stated he didn't have that information but would make sure they followed codes.
- Abby Mueser-Herr asked about sprinklers. Andrew Durrin stated that he would reach out to the codes office to see if they had any specific comments. Discussion followed regarding if there were differences in the NYS Building Code and the City's own zoning code.
- Tom Cosgo asked if Michael Coons had looked into egress code requirements. Michael Coons stated his office will be doing the full building plans for building permit and that by

next meeting there will be a better summary.

- Abby Mueser-Herr asked if the mechanical system will be completely separate from the existing building. Michael Coons stated it was stand alone. Andrew Durrin asked if the mechanical room will service all the units. Michael Coons stated that it will.
- Abby Mueser-Herr asked if there are any plans for shade trees. Michael Coons stated there is room in the green space potentially for shade trees.
- Abby Mueser-Herr asked if there were plans for signage. Michael Coons stated that at this time he was unsure.

Roll Call: Rick Perry☑ Abby Meuser-Herr☑ Tom Cosgro☑

Action Taken: Adopted☐ Defeated☐ Withdrawn☐ Tabled☐

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Motion to Adjourn Meeting at 7:38PM

Moved by:Tom Cosgro__ Seconded by:__Rick Perry

Roll Call: Rick Perry☑ Abby Meuser-Herr☑ Tom Cosgro☑

Action Taken: Adopted☐ Defeated☐ Withdrawn☐ Tabled☐