



**CITY OF PLATTSBURGH
PLANNING BOARD**

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

Emily Reinhardt (Alt.)
Vacant (Alt.)

Elisha Bartlett, Sr. Planner
Barbara Brister, Sr. Clerk

Planning Board Minutes

Monday, July 28, 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/UC7H36PiuYNJkZpczbLvCbw>

Pledge of Allegiance

Roll Call: James A. Abdallah (Chair), Rick Perry, Abby Meuser-Herr, Carlie, Leary, Emily Reinhardt (Alt.), vacant (Alt.)

Staff Present: Elisha Bartlett (Senior Planner), Barbara Brister (Senior Account Clerk)

Excused: Tom Cosgro

1. PB# 25-03

Project Name: 25-03 HSR- 117 Court Street Roof Replacement 2025

Project Description: Request approval for the removal of chimneys, and replacement of an existing asphalt shingle roof on the primary structure with an in-kind asphalt shingle roof of the real property that is listed as a contributing historic structure on the National Register of Historic Places for the Court Street Historic District, and located at 117 Court Street (TMP #207.19-5-17). The parcel is zoned RH.

Location: 117 Court Street, Plattsburgh

Owner/ Applicant/ Plan Preparer: Jeremiah Ward

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

B. Motion to accept SEQRA resolution 25-03A.

Moved By: Rick Perry

Seconded By: Carlie Leary

Discussion:

Roll Call: Jim Abdallah, Rick Perry, Abby Mueser-Herr, Emily Reinhardt, Carlie Leary

ACTION TAKEN: Adopted X Defeated Withdrawn Tabled

C. Motion to accept historic site improvement resolution 25-03B with staff comments and noting that the contractor concurred with the applicant's assessment of the condition of the chimney.

Moved By: Rick Perry Seconded By: Abby Meuser-Herr

Discussion:

- Rick Perry stated that it should be noted that the contractor's interpretation of the condition of the chimney concurs with the applicant in that it is compromised to the point that rebuilding would be difficult and financially infeasible.
- Rick Perry stated the chimney should be capped on the interior so it is non-functional at the point of the fireplace. Fireplace should be only decorative.
- Abby Mueser-Herr noted that the historic nomination inventory form did not note the chimney as a contributing feature

Roll Call: Jim Abdallah, Rick Perry, Abby Mueser-Herr, Emily Reinhardt, Carlie Leary

ACTION TAKEN: Adopted X Defeated Withdrawn Tabled

2. PB# 25-04

Project Name: 25-04 HSR- 116 Court Street Roof Repair 2025

Project Description: Request to repair an existing ("flat") and metal roof system with the installation of up to 42 squares (4200 sq. ft) across four flat sections of TPO membrane roofing and the cleaning and recoating of up to 20 squares (2000 sq ft.) of an existing metal roof of the real property that is listed as a contributing historic structure on the National Register of Historic Places for the Court Street Historic District, and located at 116 Court Street (TMP #207.19-1-10). The parcel is zoned RH.

Owner: ASP Apartments, LLC. / Patrick Leary

Applicant/ Plan Preparer: Lake Champlain Roofing/ Samantha Marrone

- D. Public Hearing - no additional members of the public were present online, or in person.
- E. Motion to accept SEQRA resolution 25-04A.

Moved By: Carlie Leary Seconded By: Emily Reinhardt

Discussion:

Roll Call: Jim Abdallah, Rick Perry, Abby Mueser-Herr, Emily Reinhardt, Carlie Leary

ACTION TAKEN: Adopted X Defeated Withdrawn Tabled

- F. Motion to accept historic site improvement resolution 25-04B.

Moved By: Carlie Leary Seconded By: Emily Reinhardt

Discussion: Rick Perry asked if there is any work being done on the roof drains. Pat Finnegan stated they will be putting new inserts into the plumbing with the existing drains staying in place.

Roll Call: Jim Abdallah, Rick Perry, Abby Mueser-Herr, Emily Reinhardt, Carlie Leary

ACTION TAKEN: Adopted X Defeated Withdrawn Tabled

3. PB# 25-05

Project Name: 25-05 SPR (sketch review)- 15 Hamilton Street Development 2025

Project Description: 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.

Owner/ Applicant: KLM Development, LLC / Kim Ford

Plan Preparer: AES Northeast / Scott Allen

- G. Motion to accept resolution 25-05 deem application complete, SEQRA Classification, sketch review approval

Moved By: _____ Seconded By: _____

No motion was made to approve the resolution. Instead the Planning Board requested additional information in the form of the following two design options in addition to the applicant responding to staff comments in the Staff Report dated July 21, 2025:

1. One to show the layout and option of a proposed sidewalk to align with the right of way frontage of 15 Hamilton Street
2. The second option was requested to show stormwater improvement design along the right of way frontage of 15 Hamilton Street in place of a sidewalk

Discussion:

- Scott Allen stated that he met with the Zoning Board and asked for a variance to have more than one principal building on the property.
- Scott Allen addressed the board with concerns regarding installing a sidewalk in front of the property as he feels it would be a "sidewalk to nowhere". He also stated there would be complications heading in an easterly direction due to historic retaining walls, cedar hedges and historic parcels adjacent to the applicant's property.
- Scott Allen requested that the board consider allowing the painting of a crosswalk to the sidewalk across the street as an alternative to installing a sidewalk in front of applicant's property.
- Carlie Leary expressed concerns with walkability of Hamilton Street being difficult to travel along because there is no sidewalk in front of the applicant's property.
- Kye Ford (KLM Development) stated that the existing house has brand new plumbing, electrical, energy efficient windows as well as attic and basement insulation.
- Kye Ford stated that heating and cooling would be all powered by electricity
- Kim Ford stated that all parking spaces would be in the middle area of the units.
- Abby Muesser-Herr expressed concerns regarding the water drainage/runoff and whether the "yard" within the setbacks along the frontage, in any way, filters or slows stormwater runoff.
- Scott Allen stated that paving the site will increase the impervious areas and leaving grass areas between the edge of Hamilton Street
- Carlie Leary asked if the area had experienced any flooding from heavy rains events
- Kye Ford stated they have had water in the basement in areas where the foundation was cracked.
- Jim Abdallah asked if the area had storm sewer/sanitary sewer. Scott Allen stated they had catch basins. Abby Mueser-Herr questioned the whole combined sanitary sewer overflow situation
- Scott Allen stated that he could look at grading to try to hold back a little bit of the runoff in the front yard area.
- Rick Perry asked if plans involved curving the driveway. Scott Allen stated "no"

Planning Board Agenda

James A. Abdallah, Chairman