DISCOVER Plattsburgh

CITY OF PLATTSBURGH
PLANNING BOARD

James A. Abdallah, Chairman
Abby Meuser-Herr
Tom Cosgro
Carlie Leary
Vacant (Alt.)
Vacant (Alt.)
Andrew Durrin, Director
Emily Reinhardt, Planning Tech
Barbara Brister, Sr. Account Clerk

Planning Board Minutes

Monday, October 27, 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

Please note: applications are accepted on a rolling basis until the final deadline. Agenda placement is determined based on the timing of submission and completeness of materials. If an applicant returns for a second review or is asked to submit additional materials, the resubmission will be treated as a new submission. This means the agenda is created in the order in which applications are received, regardless of any prior appearance before the board.

****

Pledge of Allegiance

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

Motion to Accept Meeting Minutes from October 27th, 2025 Meeting

Moved by:_____ Seconded by:_____
Discussion:

Roll Call: James Abdallah☐ Abby Meuser-Herr☐ Tom Cosgro☐ Charlie Leary☐

Action Taken: Adopted☐ Defeated☐ Withdrawn☐ Tabled☐

****

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: Complete

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. Motion to accept historic site improvement plan with the following conditions as contained in 9/22/25 Meeting Minutes:

1. Window panes will be 6/6 windowpane 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.

Moved by:Abby Mueser-Herr Seconded by:Carlie Leary
Discussion:

Roll Call: James Abdallah☑ Abby Meuser-Herr☑ Tom Cosgro☑ Carlie Leary☑

Action Taken: Adopted☑ Defeated☐ Withdrawn☐ Tabled☐

****

2. PB# 25-07 HSR

Project Name: 15 Pleasant Street Porch Rehab
Owner/Applicant/Plan Preparer: Paul Spilman
Location: 15 Pleasant Street, Plattsburgh
Tax Map Parcel: 207.19-5-31
Zone Designation: RH (Residential Historic)
Historic District: Court Street Historic District
County Review Referral: Completed

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.

A. Motion to Accept SEQRA Classification (Type II Action)
Moved by: Carlie Leary Seconded by: Tom Cosgro
Discussion:

Roll Call: James Abdallah☑ Abby Meuser-Herr☑ Tom Cosgro☑ Carlie Leary☑

Action Taken: Adopted☑ Defeated☐ Withdrawn☐ Tabled☐

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

C. Motion to accept historic site improvement plan

Moved by: Carlie Leary Seconded by: Tom Cosgro

Discussion:

- Paul Spilman clarified that the deed for the property states that the building was constructed in 1826, not 1875.
- Abby Mueser-Herr asked if the applicant has the original posts and if they were structurally sound for reuse. He stated that they were and will be reused.
- Phil Spilmans stated that skirting would be lattice.

Roll Call: James Abdallah☑ Abby Meuser-Herr☑ Tom Cosgro☑ Carlie Leary☑

Action Taken: Adopted☑ Defeated☐ Withdrawn☐ Tabled☐

****

3. PB# 25-09 HSR

Project Name: 12 Macomb Porch Steps

Owner/Applicant/Plan Preparer: Wayne Wilkins

Location: 12 Macomb St, Plattsburgh

Tax Map Parcel: 207.20-3-3

Zone Designation: R2 (General Residential)

Historic District: Point Historic District

County Review Referral: Complete

Project Description: Replace existing front entryway steps with new steps and enclose front entry.

A.. Motion to table historic site improvement plan until SHPO response is received

Moved by: Carlie Leary Seconded by:Abby Mueser-Herr

Discussion:

- Wayne Wilkins stated that he will not be enclosing the porch as stated in his application.
- Wayne Wilkins stated that he has not been able to source limestone so therefore has not been able to get quotes from contractors.
- Tom Cosgro suggested that applicant try to source 1' treads as an alternative
- Abby Mueser-Herr suggested applicant should get statements from contractors to verify that limestone could not be sourced.
- Applicant was advised to consult with SHPO regarding limestone requirements/economic feasibility.

Roll Call: James Abdallah☑ Abby Meuser-Herr☑ Tom Cosgro☑ Carlie Leary☑

Action Taken: Adopted☐ Defeated☐ Withdrawn☐ Tabled☑

****

4. PB# 25-10 HSR

Project Name: 2 Pike St Roof Replacement

Owner/Applicant/Plan Preparer: 15 Champlain LLC

Location: 2 Pike St, Plattsburgh

Tax Map Parcel: 207.20-3-28

Zone Designation: RH (Residential Historic)

Historic District: Point Historic District

County Review Referral: Complete

Project Description: Replace existing 3-tab asphalt shingles with architectural asphalt shingles on the entire roof.

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

Moved by:Abby Mueser-Herr Seconded by:Carlie Leary

Discussion:

Roll Call: James Abdallah☑ Abby Meuser-Herr☑ Tom Cosgro☑ Carlie Leary☑

Action Taken: Adopted☑ Defeated☐ Withdrawn☐ Tabled☐

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

C. Motion to accept historic site improvement plan with the condition that applicant adheres to SHPO's recommendation that shingles be black or gray in color.

Moved by:Carlie Leary Seconded by:Tom Cosgro

Discussion:

Roll Call: James Abdallah☑ Abby Meuser-Herr☑ Tom Cosgro☑ Carlie Leary☑

Action Taken: Adopted☑ Defeated☐ Withdrawn☐ Tabled☐

****

5. PB# 25-11 HSR

Project Name: 130 Court St. Roof Replacement

Owner/Applicant/Plan Preparer: 15 Champlain LLC

Location: 130 Court St, Plattsburgh

Tax Map Parcel: 207.18-5-11

Zone Designation: RH (Residential Historic)

Historic District: Court Street Historic District

County Review Referral: Complete

Project Description: Replace existing 3-tab asphalt shingles with architectural asphalt shingles on the entire roof.

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

Moved by:Carlie Leary Seconded by:Abby Mueser-Herr

Discussion:

Roll Call: James Abdallah☑ Abby Meuser-Herr☑ Tom Cosgro☑ Carlie Leary☑

Action Taken: Adopted☑ Defeated☐ Withdrawn☐ Tabled☐

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

C. Motion to accept historic site improvement plan with the condition that applicant adheres to SHPO's recommendation that shingles be black or gray in color and drip edge match trim color.

Moved by: Abby Mueser-Herr Seconded by: Carlie Leary

Discussion:

Roll Call: James Abdallah ☑ Abby Meuser-Herr ☑ Tom Cosgro ☑ Carlie Leary ☑

Action Taken: Adopted ☑ Defeated ☐ Withdrawn ☐ Tabled ☐

****

6. PB# 25-12 HSR

Project Name: 66 Brinkerhoff St. Sign Replacement

Owner: Planned Parenthood of the North Country NY

Applicant: Kayla McNulty PPNCNY (Attended Via Zoom)

Plan Preparer: Northeastern Signs Corp.

Location: 66 Brinkerhoff St, Plattsburgh

Tax Map Parcel: 207.19-2-41

Zone Designation: RH (Residential Historic)

Historic District: Brinkerhoff Street Historic District

County Review Referral: Complete

Project Description: Remove existing building sign and replace with ¼" thick brushed aluminum individually cut out letter. Letter to be blind stud mounted to wall.

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

Moved by: Carlie Leary Seconded by: Abby Mueser-Herr

Discussion:

Roll Call: James Abdallah ☑ Abby Meuser-Herr ☑ Tom Cosgro ☑ Carlie Leary ☑

Action Taken: Adopted ☑ Defeated ☐ Withdrawn ☐ Tabled ☐

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

C. Motion to accept historic site improvement plan with the conditions outlined by SHPO that the new sign should be fastened using existing holes if possible and, if not the existing holes filled and new sign standoffs are mounted into mortar.

Moved by: Abby Mueser-Herr Seconded by: Carlie Leary

Discussion:

Roll Call: James Abdallah ☑ Abby Meuser-Herr ☑ Tom Cosgro ☑ Carlie Leary ☑

Action Taken: Adopted ☑ Defeated ☐ Withdrawn ☐ Tabled ☐

****

7. PB# 25-02 SPR (detailed review)

Project Name: Plattsburgh House of Prayer

Owner/ Applicant: Jesse Brooks - Champlain Valley Christian Center (aka Plattsburgh House of

Prayer)
Plan Preparer: Brooks Washburn, AIA for Labella Associates of Potsdam
Tax Map Parcel: 221.7-1-1.2
Zone Designation: R2 (Residential General)
County Review Referral: Complete
Project Description: 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.

A. Public Hearing
B. Motion to table Detailed Site Plan with the following conditions:

- Coordination with DPW on water shut off location
- Coordination with MLD on electrical loads for the addition
- Calculations with explanation for volume of storm water detail holding capacity
- Consistent nomenclature on plan sets regarding "1" vs "2" story addition/consult with Code Officer to determine.
- Applicant must supply a materials list for architectural treatment
- Any additional missing details as in accordance with the City zoning code for Site Plan Review (Chapter 360. Zoning Article VI. Site Plans Section 360-37 Required Information for Site Plans) including ADA compliance details and curbing details

Moved by: Abby Mueser-Herr Seconded by: Carlie Leary
Discussion:

- Brooks Washburn stated that the sewer line has been added to the plan set
- Brooks Washburn stated that he could not locate the curbstop. Andrew Durrin will have DPW assist in locating it. Andrew Durrin stated it is necessary to ensure they are not building over the water shutoff
- Brooks Washburn stated that there is an 800 AMP 3-Phase entrance panel and he feels there is no need to provide more capacity for the addition.
- Brooks Washburn stated that the addition will be light colored wall panels with dark windows, very similar to the existing building.
- Brooks Washburn stated that they are creating a connection from inside to outside along the street side of the building to access the lawn and patio via three doorways.
- Carlie Leary questioned whether the addition will be 2 story or single story. Brooks Washburn stated the addition will have a mezzanine and is not a 2 story addition
- Abby Mueser-Herr questioned the landscaping plan. Brooks Washburn stated that only grass was to be planted to absorb runoff. Abby Mueser-Herr asked for calculations of volume that it will hold. Jim Abdallah asked that the applicant add the detailed calculations to the plans.
- Abby Mueser-Herr asked if the landscaping included curbs. Brooks Washburn stated that there are no curbs and the parking lot will be flush with the grass.
- Abby Mueser Herr asked about the sidewalks/ramping for accessibility. Brooks Washburn stated sidewalks were flush

- Brooks Washburn stated there was no change to parking
- Carlie Leary stated she was not comfortable approving detailed site plan without electrical load calculations.
- Abby Mueser-Herr stated that proposed building materials have not been provided. Brooks Washburn stated the list materials has not been finalized but the color will match the existing building. Andrew Durrin stated that typically the elevations show material types and elevation of windows. Jim Abdallah stated that it is past precedent that this information be provided to the Planning Board.
- Jim Abdallah asked the applicant to include in the plan any improvements associated with handicap accessibility and to show signage location.
- Abby Mueser-Herr asked how people are getting out of the parking space on the bottom right corner of the plan. Abby Mueser-Herr asked if the applicant wants to consider a backup space. Andrew Durrin stated the last two parking spaces could be eliminated to allow 8' space for backing up.
- Jim Abdallah asked if the applicant was doing a full paved overlay on the parking lot. Jesse Brooks stated they were adding asphalt to the new area and there was no plan to re-top everything.
- Abby Mueser-Herr requested a cross-sectional detail showing excavation and base layers regarding rain guarding/storm water management.
- Jim Abdallah asked if entrance will be curbed. Brook Washburn stated that it is currently and will remain that way. Jim Abdallah stated that the plans should show any and all curb detailing.

Roll Call: James Abdallah☑ Abby Meuser-Herr☑ Tom Cosgro☑ Carlie Leary☑

Action Taken: Adopted☐ Defeated☐ Withdrawn☐ Tabled☑

****

Other Business:

A. Announcement of Rick Perry resignation

B. PB looking for regular and alternate members

****

Motion to Adjourn Meeting at 8:43PM

Moved by: Carlie Leary Seconded by: All in Favor

Roll Call: James Abdallah☑ Abby Meuser-Herr☑ Tom Cosgro☑ Carlie Leary☑

Action Taken: Adopted☑ Defeated☐ Withdrawn☐ Tabled☐