

**CITY OF OGDENSBURG
PLANNING & DEVELOPMENT BOARD**

**APPROVED MINUTES FOR
FEBRUARY 5, 2019**

Members Present: Tim Redmond (Chairman), Frank Perretta, and Linda Pellett (via Skype)
Members Absent: David Lesperance (excused)
Staff Present: Andrea Smith, Planning & Community Development Director

ALL RECORDS ARE KEPT ACCORDING TO NYS STATUTE.

5:30PM Mr. Redmond called to order the regular meeting of the Planning Board.

1. Call to order – Mr. Redmond asked if Ms. Smith had heard from any Board members, she replied that she had spoken with Mr. Lesperance would asked to join via Skype because of a work conflict out of town. She added, unfortunately the system only allows for one member to participate remotely, so she asked that he be excused. There was consensus to excuse Mr. Lesperance.

2. Approval of previous minutes – Chairman Redmond noted that November 7, 2018 meeting minutes required approval.

(a) Motion by Mr. Perretta, 2nd by Ms. Pellett to approve the minutes as submitted for November 7, 2018.

All members voted in support of the motion. November 7, 2018 minutes are henceforth approved as submitted by a 3/0 vote of the board.

3. Correspondence –

(a) 239-m review – Ms. Smith stated that the site plan for 1101 Park Street did require review by the County Planning Office. The application was returned for local action on January 24, 2019 with no comments.

4. Items for Planning Board Action

(a) 1101 Park Street, ALDI – Chairman Redmond asked if there was someone to speak on the application for site plan review. Ms. Stephanie Albright of APD Engineering and Architecture presented the request. Ms. Albright stated that the application is for a 3,363 SF addition to the current store. She added that the proposal also includes resurfacing of the parking lot, and conversion of exterior lighting to LED. She noted that there will be one additional pole light added to the parking area. Chairman Redmond inquired about the SF of the addition, noting that the application stated 2,062 SF not 3,363 as presented. Ms. Albright stated there was an error in the original calculations, the store is currently 15,520 SF and will be 18,883 SF. The addition will allow ALDI to add a new aisle to expand their organic offerings. Mr. Perretta asked Ms. Albright to clarify where the addition will be, because it was difficult to read on the drawings. Ms.

1 Albright indicated the addition will be at the “back side” of the store, parallel with
 2 Park Street. She highlighted this area on the drawings. Chairman Redmond
 3 asked staff to present any comments or concerns. Ms. Smith replied that the
 4 Applicant did provide the requested revised site plan that does illustrate that
 5 handicap parking spaces will be designed to meet the local requirements of 12’ in
 6 width and will provide a 6’ aisle. She also noted that all parking spaces will be
 7 brought up to code from 9’X18’ to 10’X20’ and that the Applicant is providing
 8 more than the required number of parking spaces. Ms. Smith went on to state that
 9 in accordance with 6 NYCRR 617.5(c)(9) the project does constitute a Type II
 10 action under the provisions of SEQRA and is not subject to further environmental
 11 review.

12 No further discussion, Chairman Redmond asked if there was a motion for
 13 approval.

14 Motion by Ms. Pellett to grant preliminary and final site plan approval for the 3,363 SF addition
 15 and site improvements at 1101 Park Street. The motion was seconded by Mr. Perretta.

16
 17 Chairman Redmond read aloud the resolution being that Ms. Pellett was participating via Skype.

18
 19 **RESOLUTION P-2019-001**

20
 21 CITY OF OGDENSBURG PLANNING BOARD
 22 1101 PARK STREET SITE PLAN
 23 PRELIMINARY AND FINAL SITE PLAN APPROVAL

24
 25 **WHEREAS**, 1101 Park Street, TMN 48.080-4-6.2 located in the City’s Business District (B), requests
 26 Preliminary and Final Site Plan approval to construct a 3,363 SF expansion of ALDI Grocery Store; and
 27

28 **WHEREAS**, the intent of the B district is to “provide for areas primarily used or appropriate for retail,
 29 service,
 30 auto-related, institutional, wholesale and storage and public uses” for which this application complies
 31 with; and
 32

33 **WHEREAS**, the Applicant is proposing 124 off-street parking spaces of which seven (7) will be handicap
 34 accessible which exceed the minimum requirements of §221-51G and H; and
 35

36 **WHEREAS**, this proposal was subject to review by the County Planning Offices in accordance with 239-
 37 m requirements and was returned for local action on January 24, 2019; and
 38

39 **WHEREAS**, the Ogdensburg Planning and Development Board, as Lead Agency conducting SEQRA has
 40 determined this to be an Type II Action under SEQRA pursuant to 6 NYCRR 617.5(c)(9) and is not
 41 subject to further environmental review.
 42

43 **NOW BE IT THEREFORE RESOLVED** that the Ogdensburg Planning Board hereby grants
 44 Preliminary and Final Site Plan Approval of the request to expand the ALDI Grocery Store having
 45 complied with the requirements for site plan review set forth in Article XVI.
 46

47 **BE IT FURTHER RESOLVED** that nothing in this Resolution shall relieve or reduce the applicant's
 48 expressed or implied responsibilities for completion of the site plan as approved, and the applicant must
 49 report any and all changes to the Department of Planning and Development prior to their initiation; and

1
2 **BE IT FURTHER RESOLVED**, that the City of Ogdensburg Code Enforcement Officer is hereby
3 directed to enforce this resolution.

4
5 Ms. Smith called the role, resulting in a vote as follows:
6

Member Name	Determination
Chairman Redmond	Yes
Mr. Perretta	Yes
Ms. Pellett	Yes
Mr. Lesperance	-
Vacant	

7
8 All members voted in support of the motion, therefore the motion is henceforth approved by a
9 vote of 3/0.

10
11 Ms. Smith stated that the Applicant would receive a letter of approval along with the unapproved
12 minutes form this meeting, and would be able to obtain all of the necessary permits from the
13 Code Enforcement Office. She inquired if there were any questions, the Applicant responded no.
14

15 **5. New Business – 2019 meeting dates**

16 Ms. Smith stated that since the December and January meetings had been cancelled, the Board
17 needed to adopt the 2019 regular meeting dates. She presented a calendar with the dates that
18 continued the regular meetings on the first Tuesday of the month at 5:30 PM, adding if the Board
19 wanted to make changes to the day or time this would be the appropriate time to do so. The
20 Board discussed the dates as proposed and with the exception of May and November, where
21 there is a known conflict the Board agreed to keep the regular meeting day and time. Ms. Smith
22 stated that the calendar once approved must be published in the local paper and will be posted on
23 the City's website.

24
25 Motion by Chairman Redmond to accept the meeting dates as presented and authorize the
26 Director of Planning to publish said calendar, second by Mr. Perretta.

27
28 No further discussion, Ms. Smith called the role resulting in a vote as follows:
29

Member Name	Determination
Chairman Redmond	Yes
Mr. Perretta	Yes
Ms. Pellett	Yes
Mr. Lesperance	-
Vacant	

30
31 All members voted in support of the motion, therefore the motion is henceforth approved by a
32 vote of 3/0.
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34

1
2 **6. Old Business**
3

4 **7. Items for Discussion**

5 (a) Board Openings – Ms. Smith stated that there are openings on both the Planning
6 Board and Zoning Board. She added that after discussion with the Mayor and
7 City Clerk a legal notice was published to publicly advertise the open positions
8 and the Planning Department will accept applications until March 1, 2019. At the
9 conclusion of this period, applications will be sent to the Mayor and Council for
10 consideration.

11 No action was required on this item.
12

13 (b) Amendment Public Input – Ms. Smith noted that at the January 28, 2019 City
14 Council meeting the topic of the zoning amendment was discussed. The Council
15 asked for a recommendation for how to proceed with conducting public input
16 meetings. Ms. Smith continued, I have discussed this with the Chairman and City
17 Manager and have recommended that a series of 6 meetings based on the election
18 district be held. She asked the Board to consider a schedule for these meetings
19 that would be presented to City Council on February 11, 2019. Discussion ensued
20 and the Board recommended 2 meetings a month beginning in April. The Board
21 recommended the 2nd and 4th Wednesday or Thursday beginning with April 10th
22 or 11th and 24th or 25th. It was discussed that this schedule would enable the
23 initial public input to be completed in June and the Board would have July and
24 August in needed to make adjustments to their final recommendation which could
25 be presented to Council in September.

26 No action was required on this item, but Ms. Smith was directed to make this
27 recommendation to Council for further consideration.
28

29 **8. Member Comments**

30 (a) Mr. Perretta inquired about the status of the OBPA harbor dredging project. Ms.
31 Smith stated that she has received a copy of the NYS DEC permit. She added the
32 permit does include the restrictions for in water work between May 15 and July
33 15 (as discussed), as well as requirements for turbidity, water clarity, AND
34 allowable working hours for blasting (8 AM – 8 PM). She added that the weekly
35 calls with USACE have been cancelled recently and that they are waiting on
36 funding at this point.
37

38 No further discussion or comments ensued.
39

40 **9. Adjournment** – Motion by Mr. Perretta to adjourn, second by Mr. Redmond. Meeting
41 adjourned at 6:17 PM by a vote of 3/0.
42

43 **Next REGULAR Meeting Date: Tuesday, March 5, 2019 at 5:30 PM**
44