

**CITY OF OGDENSBURG
PLANNING & DEVELOPMENT BOARD**

**APPROVED MINUTES FOR
APRIL 2, 2019**

Members Present: Tim Redmond (Chairman), Frank Perretta, Linda Pellett and David Lesperance, and Dean Lichterman

Members Absent:

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 Mr. Lesperance would be attending but may be a few minutes late. Chairman Redmond introduced Mr. Dean Litcherman as the newest member of the board; all members introduced themselves.
2. **Approval of previous minutes** – Chairman Redmond noted that March 5, 2019 meeting minutes required approval.
 - (a) Motion by Mr. Perretta, 2nd by Mr. Redmond to approve the minutes as submitted for March 5, 2019.

Ms. Pellett noted that she had reviewed the minutes and found no issue with them, although she did note that she was absent from the meeting. Mr. Litcherman stated that as a new member he would abstain from voting on the March minutes.

March 5, 2019 minutes were approved as submitted by a 3/0/1 vote of the board.

3. **Correspondence** – None

4. **Items for Planning Board Action** –

- (a) 231 Lake Street – Chris Todd of Aubertine and Currier presented the request on behalf of Transitional Living Services (TLS), beginning by introducing John Mikolay, Director of Operations. Mr. Todd stated that TLS received approval of the four variances on March 26th, which had also expired since being approved in November 2016. Mr. Todd stated the proposal for 231 Lake Street includes a two-story addition (2,412 SF) that will add 6 new units, increasing the facilities capacity from 6 to 12 residential units. The proposed addition as outlined will require 12 10'x20' off-street parking spaces and is seeking a waiver of 8 parking spaces for the Lake Street property. He noted that the required usable open space has been provided, along with a landscaping plan that was required for the initial site plan approval.

1 Chairman Redmond asked staff to present any comments or concerns.
2 Ms. Smith replied, as was noted during the 2016 review, staff remains
3 concerned about the proposal lack of refuse area for external storage of
4 trash. Otherwise, the requirements have been met and the board does have
5 the ability through site plan review to waive the requested 8 parking
6 spaces.

7 Discussion ensued regarding external trash collection. Mr. Todd noted
8 that the existing shed at 231 Lake Street will be relocated to allow for the
9 addition. He added that the shed might provide a reasonable option for a
10 trash collection area/enclosed facility. Board members stated their
11 preference to see some type of facility designated for trash collection,
12 especially because there is an existing dumpster that will be removed from
13 the property. Mr. Mikolay agreed that TLS would be willing to look into
14 making those accommodations for on-site trash collection that would be
15 serviced regularly by a contractor for removal.

16 {5:45 PM Mr. Leserance Arrives}

17 No further discussion, Ms. Pellett moved to approve the request with
18 conditions. Motion was seconded by Mr. Perretta.

19 Ms. Pellett read aloud the following resolution:
20

21 CITY OF OGDENSBURG PLANNING BOARD

22
23 231 LAKE STREET
24 SITE PLAN REVIEW APPROVAL

25
26 Resolution PB2019-001

27
28 **WHEREAS**, Transitional Living Services (TLS), has proposed an addition of 6 one bedroom apartments
29 to their existing multi-family facility located at 231 Lake Street in the City's Residential Business (R/B)
30 zoning district, which does support the proposed land use; and

31
32 **WHEREAS**, the proposed addition as outlined would require 12 additional 10'x20' off-street parking
33 spaces for a total of 24 off-street parking spaces for which the Applicant requires a waiver of 8 off-street
34 parking spaces which the Planning Board hereby grants; and

35
36 **WHEREAS**, the site plan includes 2,551 square feet of designated open space which does comply with
37 the standards as outlined in §221-46 B (4); and

38
39 **WHEREAS**, the Ogdensburg Planning Board, as Lead Agency is conducting SEQR of this Unlisted
40 Action under SEQRA pursuant to 6 NYCRR 617.6 and has determined there to be no detrimental or
41 negative environmental impacts.

42
43 **NOW BE IT THEREFORE RESOLVED** that the Ogdensburg Planning Board hereby grants approval
44 with conditions of the applicant's request final site plan for 231 Lake Street inclusive of the request for a
45 waiver of 8 off-street parking spaces.

- 46
- 47 • Condition (1) revise site plan and submit to the Department of Planning
48 illustrating a designated external, enclosed area for trash collection and
49 storage.

1 The question of adoption of the forgoing Resolution was duly put to vote on a roll call, which
 2 resulted as follows:

Moved:	Pellett			
Second:	Perretta			
VOTE	Aye	Nay	Abstain	Absent
Mr. Redmond	X			
Mr. Perretta	X			
Ms. Pellett	X			
Mr. Lesperance	X			
Mr. Lichterman	X			
Alt. vacant				

4
 5 The motion to grant approval with conditions is henceforth approved 5/0 and the Director of
 6 Planning is hereby requested to file this decision with the City Clerk of the City of Ogdensburg
 7 in accordance with NYS Statute.

8
 9 (b) 11 Rensselaer Ave – Chris Todd provided a summary stating, TLS
 10 proposes to construct a new 4,524 SF Single Resident Occupancy (SRO)
 11 building, 3-story at 11 Rensselaer Ave. The residence will provide 35 –
 12 120 SF units, with a common kitchen, community room, and restrooms on
 13 each floor. The associated site amenities include concrete sidewalks, patio
 14 area, expanded parking facilities, site lighting and stormwater
 15 management. He did add that like with 231 Lake Street, TLS is also
 16 requesting a waiver from the off-street parking standards and that the
 17 required variances to support this site plan were approved by the ZBA on
 18 March 26, 2019.

19 Chairman Redmond inquired if there were any additional comments from
 20 Staff? Ms. Smith replied, as was previously was discussed the required
 21 useable open space (§221-53) has been provided and the easements and
 22 deed restrictions are in place to ensure and protect access. As was stated
 23 by Chris Todd, TLS does require a waiver of parking, specifically 57
 24 parking spaces. Ms. Smith stated that the 35 unit SRO requires 70 spaces,
 25 where 13 on-site spaces will be provided. Staff’s primary concern for
 26 trash storage has been addressed through the 231 Lake Street conditions of
 27 approval.

28 No further discussion, Mr. Perretta moved to approve the request as
 29 submitted. Motion was seconded by Mr. Lesperance.

30 Mr. Perretta read aloud the following resolution:

31
 32 CITY OF OGDENSBURG PLANNING BOARD

33
 34 11 RENSSELAER AVE SITE PLAN
 35 SITE PLAN REVIEW APPROVAL

36
 37 Resolution PB2019-002
 38

1 **WHEREAS**, Transitional Living Services (TLS), has proposed to construct a new 3-story, 4,524
2 SF Single Resident Occupancy (SRO) building, at 11 Rensselaer Ave, adjacent to and
3 contiguous with their existing multi-family complex located at 231 Lake Street in the City’s
4 Residential Business (R/B) zoning district; and

5
6 **WHEREAS**, the City’s R/B district which does support the proposed multi-family land use as
7 proposed; and

8
9 **WHEREAS**, the proposed construction as outlined would require 70 10’x20’ off-street parking
10 spaces of which the proposed parking plan supplies 13. Therefore, the applicant requests a
11 waiver of the 57 additional spaces which can be granted during site plan review by the Planning
12 Board in accordance with OMC § 221-51(G) and are hereby waived; and

13
14 **WHEREAS**, in accordance with §221-53 the Applicant has provided the required 2,550 SF of
15 *Useable Open Space*, furthermore, in accordance with OMC §221-53 an easement has been
16 enacted at the expense of the Applicant to ensure the protection of the useable open space in
17 perpetuity; and

18
19 **WHEREAS**, the Ogdensburg Planning Board, as Lead Agency is conducting a coordinated
20 SEQR of this Unlisted Action under SEQRA pursuant to 6 NYCRR 617.6 and have determined
21 there to be no significant or detrimental environmental impacts as a result of this proposal.

22
23 **NOW BE IT THEREFORE RESOLVED** that the Planning Board hereby grants **Final** site
24 plan approval of the applicant’s request to construct a new 3-story, 4,524 SF Single Resident
25 Occupancy (SRO) building at 11 Rensselaer Ave, inclusive of a waiver of 57 parking spaces.

26
27 The question of adoption of the forgoing Resolution was duly put to vote on a roll call, which
28 resulted as follows:

Moved:	Perretta			
Second:	Lesperance			
VOTE	Aye	Nay	Abstain	Absent
Mr. Redmond	X			
Mr. Perretta	X			
Ms. Pellett	X			
Mr. Lesperance	X			
Mr. Lichterman	X			
Alt. vacant				

29
30
31 The motion to grant approval is henceforth approved 5/0 and the Director of Planning is hereby
32 requested to file this decision with the City Clerk of the City of Ogdensburg in accordance with
33 NYS Statute.

34
35 5. **New Business** – None

36
37 6. **Old Business**

38
39 (a) Model Solar Policy, NYSERDA – Ms. Smith noted that she has provided each

1 member with a hardcopy of the NYSERDA model solar ordinance as well as a
2 PDF. Additionally, she noted a PDF of an APA PAS report on solar was
3 provided to help provided members with baseline information for future
4 discussions on solar policy development.
5 No action was required by the Board.
6

7. **Items for Discussion**

8 (a) Amendment Public Input – Ms. Smith provided a draft letter for the Board to
9 review that will be mailed with the City tax bill to inform residents of the first
10 three (3) open house dates for public feedback on ReZONE Ogdensburg: A
11 consolidated draft ordinance. The board reviewed the proposed dates:

- 12 • May 9, 6 PM
- 13 • May 22, 12 PM, and
- 14 • June 6, 6 PM.

15 There was consensus to accept these dates and schedule other open house events
16 as necessary based on feedback. Ms. Smith stated these letters should be mailed
17 April 12, 2019.
18

19 The Board also reviewed the current and proposed zoning maps. Changes were
20 requested to the eastern most area of the City as follows:

- 21 (a) South of Rt. 37 should be Industrial not R/B;
- 22 (b) Commerce Park area should be Business not R/B;
- 23 (c) Convert parcels owned by Notre Dame back to R/B not ARD as was done
24 along Ford Street in R/B areas; and
- 25 (d) Add Planned Unit Development (PUD) to legend.
26

27 No action was required, no action was taken.
28

29. **Member Comments**

30
31 9. **Adjournment** – Motion by Mr. Perretta to adjourn, second by Mr. Lesperance. Meeting
32 adjourned at 6:30 PM by a vote of 5/0.
33

34 **Next REGULAR Meeting Date: Tuesday, May 8, 2019 at 5:30 PM**
35

City of Ogdensburg
Department of Planning & Development

330 Ford Street - Room 11
Ogdensburg, New York 13669
<http://www.ogdensburg.org>



April 3, 2019

RE: ReZONE Ogdensburg

DRAFT

Dear Resident:

ReZONE Ogdensburg is a comprehensive, City-wide zoning update that will modernize the City's existing zoning ordinance, chapter 221 of the Municipal Code and map. This update will streamline permitting and review processes and facilitate the implementation of Ogdensburg's Local Waterfront Revitalization Program (LWRP) and Brownfield Opportunity Area (BOA) plans. The resulting zoning code will replace the City's current ordinance, adopted in 1992.

The Ogdensburg Planning Board has assembled a consolidated draft zoning ordinance, currently available for review through the City's website: <http://ogdensburg.org/>. The Ogdensburg Public Library and Planning Office both have hard copies of the draft ordinance available for your review during business hours. Additionally, there will be a series of public open houses beginning in May 2019 where staff will be available to answer questions, and review concerns from residents. On behalf of the Ogdensburg Planning Board, I invite you to review the draft ordinance and attend any of the scheduled open house events.

ReZONE Ogdensburg Schedule of Open House events:

Thursday	May 9, 2019	6:00 PM	Dobisky Center 100 Riverside Ave.
Wednesday	May, 22 2019	12:00 PM	Dobisky Center 100 Riverside Ave.
Thursday	June 6, 2019	6:00 PM	Dobisky Center 100 Riverside Ave.

Sincerely,

Andrea L. Smith, AICP
Director of Planning & Development
asmith@ogdensburg.org