

**CITY OF OGDENSBURG
PLANNING & DEVELOPMENT BOARD**

**APPROVED MINUTES FOR
FEBRUARY 2, 2021**

Members Present: Frank Perretta (acting Chair), Dean Lichterman, David Lesperance, Ryan Frary, Michael Weaver

Members Absent: Tim Redmond (Excused)

Staff Present: Andrea Smith, Planning & Community Development Director

ALL RECORDS ARE KEPT ACCORDING TO NYS STATUTE.

5:45PM Mr. Perretta called to order the special meeting of the Planning Board. In accordance with COVID-19 Executive Orders this meeting allowed for in person and remote participation using Go to Webinar, Webinar ID: 861-163-731.

1. **Call to order** – Ms. Smith conducted a roll call, noting that Mr. Redmond was unable to participate due to weather. She asked if there was consensus to excuse Mr. Redmond; all members voiced support to excuse Mr. Redmond (5/0). Acting Chair Frank Perretta noted they would be following an agenda beginning with approval of previous Board minutes.
2. **Approval of previous minutes** – Mr. Perretta noted that the minutes from September 15, 2020 required approval.
 - (a) Motion by Mr. Lesperance, 2nd by Mr. Lichterman to approve the minutes as submitted for September 15, 2020. No discussion.

All other members present voted in support of the motion for approval, henceforth, the minutes of September 15, 2020 are accepted and approved as submitted, 5/0.

3. **Correspondence**

- (a) Ex-parte communication – None
- (b) Written communication – Ms. Smith stated she had not received any written correspondence.

4. **New Business** –

- (a) **610 Paterson Street – Site Plan Review**

Ms. Smith asked the Applicant to review their request. Mr. William Seymour spoke on behalf of the Ogdensburg Boys and Girls Club (OBGC). He stated that the club is looking to add a new gymnasium to their existing facility. He noted that since the plans were originally submitted there has been the addition of a fire lane and parking. Due to technical difficulties, Mr. Jarvis was unable to review the site plans. In his absence, Ms. Smith provided an overview of the revised site plans indicating where the fire lane and additional parking spaces are proposed. She noted that this additional parking will increase the overall parking to 45 with 4 handicap parking spaces. Mr. Lesperance inquired if additional handicap accessible parking should be included. Ms. Smith replied that in

1 accordance with the city's standards no less than 1 or 5% of spaces shall be handicap accessible and 4 surpasses the
2 requirement. However, if the Board would like to require more, it can do so by resolution. Ms. Smith also review
3 the approved subdivision of the parent parcel owned by St. Mary's Church. With permission from the Applicant,
4 Ms. Smith proceeded to review the staff report and comments.
5

6 Ms. Smith stated the applicant proposes to construct a 7,725 SF gymnasium addition to the facility at 610 Paterson
7 Street over a 6 – 12-month period. She continued, 610 Paterson Street is presently developed as a youth multi-plex
8 known as the Ogdensburg Boys and Girls Club. The surrounding neighborhood consists of primarily of single-
9 family homes with either Single-Family Residential (SFR) or Moderate-Density Residential (MDR) zoning. Ms.
10 Smith presented the following comments from the staff report, adding that as just discussed the revised drawings do
11 address some of these concerns:

- 12 a) Off-street Parking **§221-51 G 3(j)** Indoor recreational facility: one parking space per 600 square feet of
13 recreational area. This is the equivalent of 13 additional parking spaces. Thirty-seven spaces (4 of which
14 are handicap accessible) are presently provided.
- 15 b) Stormwater management details have not been provided for review.
- 16 c) No site lighting is proposed on the site plan: no lighting on the building, parking area or site. Board has
17 since received a proposed site lighting and cut sheets.

18 With regard to recommendations, Ms. Smith stated staff recommends granting a waiver of the additional parking
19 given however, now with the additional parking the waiver is not necessary. A stormwater management plan is
20 required and shall be submitted to the Department of Planning and Development for review and approval prior to the
21 issuance of any building permits. SMP shall clearly indicate how stormwater will be managed on site and not be
22 discharged into the City's combined storm sewer system.
23

24 Ms. Smith stated that concluded the staff report and checked back to see if Aaron Jarvis was able to join. Mr. Jarvis
25 was on the line and gave a brief overview of the project stating that the addition of 14 parking spaces brought the
26 site total to 50 spaces. He stated that Tisdell is working on the stormwater management and will provide detailed
27 drawings, but will not be discharging into the City's system.
28

29 Board discussion ensued Mr. Lichterman inquired about the location of the Fire apparatus road and whether it was
30 an extension of the existing parking area. Mr. Jarvis explained that yes, it was an extension illustrated on page C101
31 where the existing parking area is illustrated in light grey and the new in darker grey. Mr. Lesperance inquired if
32 there should be more handicap parking. Mr. Seymour stated they were not opposed to additional ADA parking and
33 could locate it near the entrance if necessary. Mr. Lesperance inquired if they would-be underground stormwater
34 retention. Mr. Jarvis stated that they will be disturbing less than 1-acre and therefore it is not required by NYSDEC.
35 There is an onsite dry well that we are potentially going to be connecting to, but we are still working through the
36 details. Mr. Perretta asked if the fire access would be signed "No Parking"? Mr. Jarvis replied, yes. There were no
37 additional comments.
38

39 Mr. Thomas Lucky stated they are excited to get this started, it will be a great thing for the youth of the community.
40

41 Ms. Smith noted that the tax map number referenced in the resolution will change once the subdivision is filed with
42 the County.
43

44 Motion by Mr. Lesperance to grant preliminary and final site plan approval with contingencies, 2nd by Mr.
45 Lichterman.
46

47 Mr. Perretta asked Ms. Smith to read aloud the resolution.
48
49

50 **RESOLUTION P-2021-001**

51 CITY OF OGDENSBURG PLANNING BOARD

52 610 PATERSON STREET 53 SITE PLAN REVIEW 54 55

1
2 **WHEREAS**, 610 Paterson Street, TMN 48.080-2-30.1 located in the City’s Moderate Density Residential
3 (MDR) District, requests Site Plan Approval for the addition of a 7,725 SF gymnasium to the existing
4 Ogdensburg Boys and Girls Club; and
5

6 **WHEREAS**, the applicant Tisdell Associates, on behalf of the Ogdensburg Boys and Girls Club has
7 submitted a completed application on January 4, 2021 in accordance with the standards prescribed by §221-
8 72; and
9

10 **WHEREAS**, the intent of the MDR district is to provide for selected public, institutional, service and
11 retail uses compatible within predominantly residential areas, which this proposal is consistent with; and
12

13 **WHEREAS**, the Ogdensburg Planning and Development Board, as Lead Agency conducting SEQRA has
14 determined this an Unlisted Action under SEQRA pursuant to 6 NYCRR 617.3 and does not warrant the
15 preparation of a draft Environmental Impact Statement (EIS).
16

17 **NOW BE IT THEREFORE RESOLVED** that the Ogdensburg Planning Board hereby grants Preliminary
18 and Final Site Plan Approval of the request for a gymnasium addition of 7,725 SF at 610 Paterson Street
19 with the following conditions:

- 20 1. This approval is contingent on the completion of the required subdivision of the parent parcel
21 owned by St. Mary’s Church.
 - 22 a. Proof of subdivision shall be a copy of the filing receipt with the Office of the St. Lawrence
23 County Clerk.
- 24 2. The parking area shall be constructed to meet the standards as prescribed in §221-51 C (5) for all
25 commercial uses requiring more than 6 spaces;
- 26 3. The applicant shall revise the site development plan to include a detailed stormwater management
27 plan for approval by the Director of Planning prior to the issuance of any building permits.
28

29 **BE IT FURTHER RESOLVED** that nothing in this Resolution shall relieve or reduce the applicant's
30 expressed or implied responsibilities for completion of the approved Site Plan, and the applicant must
31 report any and all changes to the Department of Planning and Development prior to their initiation; and
32

33 **BE IT FURTHER RESOLVED**, that the City of Ogdensburg Code Enforcement Officer is hereby
34 directed to enforce this resolution.
35

36
37 The question of adoption of the forgoing Resolution was duly put to vote on a roll call, which resulted as follows:
38

| | | | | |
|----------------------|------------|------------|----------------|---------------|
| Moved: | Lesperance | | | |
| Second: | Lichterman | | | |
| VOTE | Aye | Nay | Abstain | Absent |
| Mr. Redmond | | | | X |
| Mr. Perretta | X | | | |
| Mr. Lichterman | X | | | |
| Mr. Lesperance | X | | | |
| Mr. Frary | X | | | |
| Michael Weaver, Alt. | X | | | |

39 The motion received insufficient affirmative votes, 5/0 and is hereby approved. The action is henceforth
40 recommended to the City Council for further action.

1 Ms. Smith clarified that the resolution and approval did not include the requirement of additional handicap parking,
2 but since this was discussed by the Board, she wanted to make sure that was not overlooked. There was no further
3 discussion or requirement for additional handicap parking.

4
5 (b) **Referral from Zoning Board of Appeals** – Ms. Smith requested that this item be tabled for
6 discussion at a later date when the full Board can be convened. There was consensus among all
7 members by a vote of 5/0 to table this time for discussion in March.

8
9 (c) **2021 Proposed Meeting Dates** - The calendar of meeting dates for 2021 was submitted to the
10 Board for review. Ms. Smith stated with new members she would recommend reviewing the time
11 of the meeting to ensure this is agreeable at 5:30 PM. The Board discussed the proposed meeting
12 dates and agreed to maintain the dates and time as proposed. Motion to accept the proposed
13 meeting dates as submitted was moved by Mr. Lesperance, 2nd by Mr. Frary, all members voted in
14 support, 5/0. Meeting calendar attached.

15
16 **5. Old Business**

17 (a) Mr. Lesperance inquired about the status of the proposed zoning amendment. Ms. Smith
18 responded that she had begun going through the proposal with the Mayor in February 2020 prior
19 to COVID-19, but has not since been able to resume that as a topic of discussion. She noted she
20 would need to discuss this with the City Manager and would report back to the board at a future
21 meeting.

22 (b) Mr. Lichterman inquired what newspaper had been designated as the official newspaper of the
23 City. Ms. Smith replied that both the Watertown Daily Times and North Country Now were
24 designated by Council.

25
26 **6. Adjournment** – Motion by Mr. Frary to adjourn, second by Mr. Lichterman. Meeting adjourned at 6:15
27 PM by a vote of 5/0.

28
29 **Next REGULAR Meeting Date: Tuesday, March 2, 2021 at 5:30 PM**

30

Calendar of Planning Board Activity
2021 - 2022

SITE PLAN APPLICATIONS

2021 Submission Deadline

Monday, Dec 14, 2020
" , Jan 11, 2021
" , Feb 8, 2021
" , Mar 15, 2021
" , Apr 12, 2021
" , May 10, 2021
" , Jun 14, 2021
" , Jul 12, 2021
" , Aug 16, 2021
" , Sep 13, 2021
Tuesday, Oct 12, 2021*
Monday, Nov 15, 2021

2022 Submission Deadline

Monday, Dec 13, 2021
" , Jan 10, 2022*
" , Feb 7, 2022
" , Mar 14, 2022
" , Apr 11, 2022
" , May 16, 2022
" , Jun 13, 2022
" , Jul 11, 2022
" , Aug 15, 2022
" , Sep 12, 2022
Tuesday, Oct 11, 2022*
Monday, Nov 14, 2022

PLANNING BOARD MEETINGS

2021 Meeting Dates

Tuesday, Jan 5, 2021
Tuesday, Feb 2, 2021
" , Mar 2, 2021
" , Apr 6, 2021
" , May 4, 2021
" , Jun 1, 2021
" , Jul 6, 2021
" , Aug 3, 2021
" , Sep 7, 2021
" , Oct 5, 2021
Wednesday, Nov 3, 2021*
Tuesday, Dec 7, 2021

2022 Meeting Dates

Tuesday, Jan 4, 2022
" , Feb 1, 2022
" , Mar 1, 2022
" , Apr 5, 2022
" , May 3, 2022
" , Jun 7, 2022
" , Jul 5, 2022
" , Aug 2, 2022
" , Sep 6, 2022
" , Oct 4, 2022
Wednesday, Nov 2, 2022*
Tuesday, Dec 6, 2022

All Planning Board meetings are held at 5:30 p.m.
in the City Council Chambers unless otherwise
noted.

NOTE: All matters and/or materials which require Planning Board consideration or action **must** be submitted by the submission deadline along with receipt of payment.

*Regular meeting date changed due to conflict with holiday(s).

** Regular meeting date changed due to conflict.