

## MEETING MINUTES

### JEFFERSON COUNTY PLANNING BOARD

May 29, 2018

MEMBERS PRESENT: David Prosser, Chairman, Dean Gillan, Vice-Chairman, Art Baderman, Deb McAtee, Bill Ferguson, Dwight Greene, Clif Schneider, George Yarnall

STAFF PRESENT: Andy Nevin, Senior Planner  
Sara Freda, Community Development Coordinator

OTHERS PRESENT: Walt Van Tassel, Town of Pamela  
Marcus Wolf, WDT  
Sandy Dillon, First Student  
Michael Lundy, First Student

CALL TO ORDER AND ESTABLISHMENT OF QUORUM: Chairman Prosser opened the meeting at 4:00 p.m. and stated that a quorum was present.

APPROVAL OF THE APRIL 24, 2018 MEETING MINUTES: Chairman Prosser asked members if they had any comments or changes to the April 24, 2018 meeting minutes. A motion to accept the meeting minutes was made by Art Baderman, seconded by Dean Gillan, and carried unanimously.

COMMUNICATIONS: Chairman Prosser asked if there were any outside communications. There were none.

PUBLIC COMMENTS (OTHER THAN AGENDA ITEMS): Chairman Prosser asked if there were any public comments (other than on agenda items). There were none.

#### NEW BUSINESS:

##### A. General Municipal Law, Section 239m Referrals:

1. Town of Pamela, Site Plan Review, Shaner Investments, LP, JCDP File # T Pa 1 - 18. Andy Nevin presented this project to the Board stating that the applicant proposes a 100-room hotel with parking. The Board is reviewing this due to its proximity to NYS Route 12 and County Road 51.

Andy showed the property location on NYS Route 12 (Bradley Street) and stated it would be right next to the I81 south entrance ramp. The submitted site plan was shown and Andy highlighted the driveway location and the proposed traffic flow. There are 176 parking spaces shown, while 152 are required.

The hotel is proposed at 63'+ height and 60,000 square feet. A ground mounted sign is shown at the entrance, along with a tall pylon sign along I-81. The tall pylon sign will need an area variance for exceeding height limit for free standing signs.

Andy identified the following County concerns:

NYS DOT staff should be contacted regarding the proposed driveway access location and altered drainage, as they will require a NYS DOT Highway Work Permit. In addition, the proposed sign along I-81 should be reviewed by the agency.

With one acre or more of soil disturbance, a notice of intent and stormwater pollution prevention plan will be required for coordination with NYS DEC.

Bill Ferguson asked about the plans for water and sewer. Walt Van Tassel, Town ZEO, stated they will be creating a water and sewer district and have two options for municipal water – connect to the City or the County line in the Town of Brownville. Sewer can be brought across I-81 from the pump station behind FX Caprara Honda or they can connect to the sewer line coming from Teal Road into the DANC line. Mr. Ferguson asked if the new proposed water district the Town is working on be able to accommodate this new usage and Mr. Van Tassel stated the Town's engineers have stated it would. Andy noted that a comment would be added that NYS Department of Health and NYS Department of Environmental Conservation approvals should be required respectively.

Local items included:

Consistent with the local zoning law, lighting should be dark sky compliant to limit potential glare impacts on nearby residences, the public highway. The local board should request a photometric plan to determine whether the lighting requirements are met.

Similarly, a landscaping plan should be submitted pursuant to the Town Zoning Laws criteria for a visual buffer between the project and adjoining lands.

With the proposed impervious surfaces, site contours, along with a grading and drainage plan should be provided to properly design the drainage facilities to limit downstream impacts.

An area variance will be required for the proposed height of the freestanding sign adjacent to I-81.

Chairman Prosser questioned whether the hotel included a conference center or restaurant that would require additional parking. Mr. Van Tassel stated he believed it would include both and Andy stated he would include the comment that the local board should ensure adequate parking for any additional non-overnight guests.

Bill Ferguson asked about snow storage and Andy stated while it was not indicated on the site plan, they had ample room on the parcel around the parking areas.

It was noted that there did not seem to be an optimal location for truckers to park as proposed. Mr. Van Tassel stated that after submitting the project for County Planning Board review that issue, and some other issues that were brought up, were already discussed at their local meeting and he shared some minor changes that are being planned to accommodate tractor-trailers and truck with boat-trailer parking. Andy explained to the Board that it could be hard on some Towns to find the right timing to submit a project. They do not want to submit too late and hold up the applicants, but if it is too early, the County may not have all the pertinent information coming out of preliminary meetings. Dean Gillan suggest to Mr. Van Tassel that, in the future, if any changes come up prior to the County Planning Board meeting to send staff a short letter detailing potential

application changes or new pertinent information.

Chairman Prosser reviewed the staff recommendation the County Planning Board pass a motion that the project is of local concern only.

Motion: To accept staff recommendation to pass a motion of local concern only for the project was made by Dean Gillan, seconded by Dwight Greene, and unanimously carried.

2. Town of Watertown, Site Plan Review, Lundy Development/First Student, JCDP File # T Wa 4 - 18. **Chairman Prosser stated he would be abstaining from this project.** Sara Freda presented this project to the Board stating the applicant proposes to construct a 6,560 square foot building with office, service, and detailing areas with parking for school buses. The Board is reviewing this due to its proximity to County Route 200 and the Jefferson County Corporate Park.

Sara stated the project location was Lot 2B in the Jefferson County Corporate Park, located on County Route 200. She displayed the submitted site plan highlighting the two driveways, traffic circulation for the buses, signage, employee parking and bus parking, diesel station with spill containment & bollards, lighting, privacy fence, landscaping, drainage and utilities.

Sara stated the site's parking includes spaces for 37 buses, 6 small fleet buses, 6 staff, and 43-46 driver/visitor parking spaces. There will be electrical hookups for block heaters; one for every four buses. The 6,650 square foot building includes an office and training area, along with storage and inspection areas. Sara mentioned that a drawing submitted previously identified two bays; a future detailing bay and a service area. The current submission just states storage and inspection with no further details provided. Sara also reviewed the proposed busing schedule, which the applicant submitted to show buses would not be coming and going during high traffic (peak) times. The schedule indicates 33 full-length buses, 9 sub-length buses, and 1 small transit van will be utilized.

County issues Sara identified include:

A Jefferson County Building permit is required for the proposed building.

A storm water pollution prevention plan (SWPPP) is required since one or more acres will be disturbed. The SWPPP should be submitted to the Town's Engineer for MS4 review since the site is located within the urbanized area. Mr. Lundy, the project developer, clarified that a SWPPP was done in 2008 for this location, prior to the MS4, and stated the plan is to revise that SWPPP and resubmit it for this project.

The site's overall drainage should be reviewed by the County Highway Department to ensure it does not adversely impact County Route 200 or adjacent properties.

Local items of consideration:

The amount of impervious surface should be identified on the site plan; a maximum of 50 percent is permitted within the Neighborhood Commercial District. The local board should note that if the gravel area is paved in the future the plans should be resubmitted to the

local Planning Board for its review.

The Neighborhood Commercial design guidelines call for utilizing natural drainage patterns or green infrastructure techniques for stormwater management. The local board should require green infrastructure methods to be incorporated to limit the need for detention basins. For example, bioswales, rain gardens, or permeable pavement could be used to slowly absorb stormwater, consistent with the guidelines.

Consistent with the Town's Neighborhood Commercial District standards, lighting should be dark sky compliant to limit glare impacts on nearby properties, public highways and the Watertown International Airport. The local board should request a photometric plan to ensure compliance.

An Agricultural Data Statement is required to be submitted to the local board, as the site is located within 500 feet of a NYS certified Agricultural District.

Clif Schneider asked if the Town has thought about the impact of the buses on Coffeen Street. Sara stated that staff has discussed this in detail with the NYS DOT staff, County Highway staff, and the City's engineer and none of them seemed concerned with the impact of adding 33-37 buses into the traffic flow during off peak times. Andy Nevin stated a full traffic study was not submitted/reviewed, but many discussions were had with highway professionals about the different scenarios of traffic flow for the buses, including the impact during the future Arsenal Street bridge repair, and no major red flags were seen. It was the consensus that tweaking of the timing system could be done as needed. Mr. Lundy stated he has supplied a traffic impact statement done by professional consultants that reviewed the traffic impact within the industrial park and on NYS Route 12F. Mr. Lundy said the result was a zero impact statement stating no further traffic study was required. Bill Ferguson asked if all the professional input received on the traffic impact was documented in writing and Andy clarified, just the traffic impact statement was in writing (the rest were discussions) and so no one else could say definitively until the project came to fruition and could be re-evaluated. George Yarnall also expressed his concern as someone who does drive that stretch of road every day and felt it would further congest an already highly congested area. Mr. Lundy reminded the Board that the buses would not all be headed straight down Coffeen Street, they would be dispersing down side streets and over to Arsenal for their various routes.

Dean Gillan asked if the buses were going to be covered onsite and Mr. Lundy stated they would not; it is just open storage. Dean reminded him of the law regarding no snow allowed on buses and Mr. Lundy was confident that First Student was aware with their extensive busing business.

Bill Ferguson asked about the legality of that use in the Jefferson County Corporate Park and as a County facility, has the County attorney weighed in on it. Sara stated that when considering usage you usually turn to the zoning law. In this case, the project site is zoned neighborhood commercial and the Town of Watertown is considering this use as public and semi-public facility, which is permitted in this district with site plan review. Upon request, Sara read the definition of public and semi-public facility from the Town of Watertown zoning law as follows: "Any of the following uses, including grounds and accessory buildings necessary for their use; public schools and institutions of higher education; public libraries; public parks and public playgrounds; municipal buildings; religious institutions; cemeteries; philanthropic or eleemosynary institutions and

hospitals.” She stated the Town is considering this an accessory building for the school (Watertown City School District). This site is also located in the Jefferson County Corporate Park that has its own codes, covenants, and restrictions. The codes, covenants, and restrictions are not something this Board reviews, they were set by the JCIDA, which does have its own attorney who has reviewed this project and their Board approved it. A copy of that approval letter was submitted with the project. Andy stated this review is for solely zoning and land use concerns and the codes, covenants, and restrictions are a private matter to be sorted out.

Vice-Chairman Gillan reviewed the staff recommendation the County Planning Board pass a motion that the project is of local concern only, with the comments as stated above.

Motion: To accept staff recommendation to pass a motion of local concern only for the project was made by Clif Schneider, seconded by Dwight Greene, and unanimously carried (with one abstention), with the comments as stated above.

- 3-4. Town of LeRay, Site Plan Review & Special Use Permit, Gregory LaDuke, JCDP File # T Le 3/3a - 18 Andy presented this project to the Board stating the applicant proposes a 32' x 32' garage addition onto an existing building for the sale and installation of audio and electronic equipment into vehicles. Project will include the sale of used automobiles The Board is reviewing this due to its proximity to NYS Route 342.

Andy showed the property location as being on NYS Route 342, across from Eagle Ridge Housing. Auto Service - Limited use requires three acres in the zoning law so they will be combining the adjacent parcel to adhere to that. The submitted site plan shows a 32' x 32' garage addition, additional parking, lighting, and new signage with three panels advertising their services.

County issues include a Jefferson County Building Permit is required for the addition (which has been obtained). In addition, any modifications to the driveway access or drainage patterns will require a NYS DOT Highway Work Permit.

Local items identified by Andy:

The local board should consider requiring landscaping to buffer the area that will be set aside for vehicles waiting to be serviced pursuant to the Town Zoning Law.

Consistent with the local zoning law, a lighting photometric plan should be requested to help ensure the requirement that all lighting be dark sky compliant. This will limit glare impacts on nearby residences, the public highway, and nearby Fort Drum flight and training activities. In particular, several existing wall pack lighting fixtures do not appear to meet this standard.

With the impervious surface increase, a drainage plan should be provided to assess overall drainage.

With the proposed soil disturbance, a sediment and erosion control plan should be provided to ensure erosion would be limited consistent with Article X, Section 158-66.

The local board should require suitable material to be provided for the access and parking

of the outdoor display of vehicles.

The overall site plan includes product display parking on the adjoining parcel located to the south. The local board should require the applicant to combine the lots to meet the minimum 3-acre requirement for the use.

In regards to the special use permit, The local board should consider additional insulation within the walls and doors of the installation/testing area to mitigate potential noise impacts on residences across the street and in the area, pursuant to the Town Zoning Law special use standards limiting excessive noise, Article XVI, section 158-126, paragraph A. (8).

5. Town of Lyme, Special Use Permit, St. Lawrence Storage, JCDP File # T Ly 3 - 18. Sara presented this project to the Board stating that the applicant is proposing installation of (3) 40' x 70' self-storage buildings. The Board is reviewing this due to its proximity to NYS Route 12E and County Road 57.

Sara showed the location of this project with an aerial photo as 28260 County Road 57. The proposed project site is at the intersection of County Road 57 and NYS Route 12E next to the former Porky's Restaurant. The project consists of (3) 40' x 70' storage buildings; each building will have (10) 10' x 20' units and (8) 10' x 10' units. There will be a gravel parking lot and a sign, but no specifics were provided. The site plan was shown and it was noted that no entrance from either road was depicted, just the existing driveway that accesses the barn behind the former restaurant.

Clif Schneider commented that intersection conditions have resulted in fatalities in the past. The Board commented that with 14 acres maybe the corner was not the best location for the project, at a minimum maybe an entrance from each road to avoid the intersection would be optimal.

Only County issue identified was the driveway access onto NYS Rt. 12E or CR 57 will require a Highway Work Permit from the appropriate agency/department.

Local comments included:

An Agricultural Data Statement is required to be submitted as the site is located within 500 feet of a New York State certified Agricultural District.

The local board should require the applicant to submit a site plan that identifies all existing conditions and proposed development including setbacks, driveway access, on site circulation and parking and signage as required by the Zoning Ordinance.

If landscaping and/or outdoor storage is proposed, it should be identified on the site plan.

Any signage shall conform to the regulations listed in the Zoning Ordinance.

Chairman Prosser asked if the local board has reviewed this project yet and Sara stated they have only had a pre-discussion and then it was submitted to the County. He stated that this project was severely lacking in information on the site plan. The Board agreed it should be resubmitted when more information is made available.

Motion: A motion was made by Chariman Prosser, seconded by Dean Gillan, and unanimously carried to return the referral as it was determined it was not a “full-statement” of the proposed action.

- 6-7. Town of Orleans, Special Use Permit & Area Variance, John S. Miller, JCDP File # T Or 2/2a - 18. Sara presented this project to the Board stating that the applicant proposes to erect an off-premise directional sign. The Board is reviewing this due to its proximity to County Road 15.

Sara showed the location of the proposed sign as the corner of Dog Hill Road and County Road 15. An off-premise directional sign is permitted with a special use permit and the landowner’s permission.

The sign advertises Custom Sawing & Sheds and is 2 ft. x 3 ft., or 6 square feet. The area variance is requested for a reduction in the front yard setback on both roadsides. Thirty feet is required; so they are requesting a reduction of fourteen feet along Dog Hill Road and twelve feet on County Road 15.

No County issues were identified.

Sara highlighted the following local issues:

The Zoning Ordinance allows a maximum of two off premise directional signs per business. The local board should ensure this is not exceeded.

The local board should ensure the applicant has written authorization from the property owner.

In reviewing the area variance, the local board should weigh the benefit to the applicant against the burden to health, safety and welfare that may be suffered by the community using the five factors for an area variance, as stated in NYS Town Law.

8. Town of Orleans, Special Use Permit, T.I. Park Corporation, JCDP File # T Or 3 - 18. Sara presented this last project to the Board stating that the applicant proposes to erect an off-premise directional sign. The Board is reviewing this due to its proximity to County Road 100.

Sara showed this off-premise directional sign’s location as the corner of County Road 191 and County Road 100 on Wellesley Island. The sign is described as 2 feet x 2 feet, or 4 square feet.

Similar to the previous project, the Zoning Ordinance allows a maximum of two off premise directional signs per business so the local board should ensure this is not exceeded, and they should ensure the applicant has written authorization from the property owner.

Chairman Prosser reviewed the staff recommendation the County Planning Board pass a motion that projects #3-4, & 6-8 are of local concern only, with the comments as stated above.

Motion: To accept staff recommendation to pass a motion of local concern only for projects #3-4, & 6-8 was made by Dean Gillan, seconded by Art Baderman, and unanimously carried with the comments as stated above.

## B. Intergovernmental Reviews

1. Watertown International Airport, FAA, JCDP File # 2 - 2018. Watertown International Airport is requesting funding from the FAA for the design phase of the reconstruction of the intersection of Runways 7-25 and 10-28. The project will also involve removing in-pavement drainage system and relocate it adjacent to the runway pavement. The total cost of the project is \$200,000. They are applying for \$190,000 in federal funding, plus \$5,000 in NYS DOT funding and \$5,000 in County funds.
2. Watertown International Airport, FAA, JCDP File # 3 - 2018. Watertown International Airport is requesting funding from the FAA for the purchase of a multi-purpose snow removal truck with a twelve foot plow blade and pull-behind broom, with an add-alternative to include the addition of a second snow removal truck and twenty foot displacement plow with a sander attachment. The total cost of the project is \$715,000. They are applying for \$679,250 in federal funding, plus \$17,875 in NYS DOT funding and \$17,875 in County funds.
3. Watertown International Airport, FAA, JCDP File # 4 - 2018. Watertown International Airport is requesting funding from the FAA for the design of the existing airport access road. New sections of the access road will be extended beyond its current terminus at the terminal building and will include an extension around the western and northern ends of the parking lot before reconnecting with the access road entrance near NYS Route 12F. Project also includes installation of conduit to allow installation of future revenue and access control equipment for adjacent parking facilities and the placement of existing overhead electrical service below ground. The total cost of the project is \$160,000. They are applying for \$152,000 in federal funding, plus \$4,000 in NYS DOT funding and \$4,000 in County funds.
4. Watertown International Airport, FAA, JCDP File # 5 - 2018. Watertown International Airport is requesting funding from the FAA for the design of an approximately 8,000 square foot ARFF building to the east of the existing Fuel Farm. Project includes an apron and vehicle parking area on the north and south sides of the building, a new access road off NYS Route 12F, and associated utilities, including storm-water management facilities. The total cost of the project is \$410,000. They are applying for \$390,000 in federal funding, plus \$10,000 in NYS DOT funding and \$10,000 in County funds.

A motion was made to send a letter of support to the Watertown International Airport, unanimously carried.

## C. Other Business

Training session regarding "How Sick is Your Zoning Law" with Mark Gebo is May 31<sup>st</sup> at 6:30 pm. The airport compatibility training has been scheduled for June 14<sup>th</sup> and members can now register online.

Andy stated staff has been considering locations for the summer remote meetings and asked members to contact them with any ideas. Zenda Farms is being considered.

Bill Ferguson asked if there are any applicants proposed for the Boards vacant seat(s) and Andy stated there has been no discussion yet.

### Adjournment

A motion was made by Dean Gillan, seconded by Bill Ferguson, to adjourn the meeting at 5:35 p.m.

DRAFT