

MEETING SUMMARY

JEFFERSON COUNTY PLANNING BOARD

June 26, 2018

MEMBERS PRESENT: David Prosser, Chairman, Dean Gillan, Vice Chairman, Clif Schneider, Art Baderman, Deb McAtee

OTHERS PRESENT: Michael Endres, Town of Lyme

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

CALL TO ORDER AND ESTABLISHMENT OF QUORUM: Chairman Prosser opened the meeting at 4:00 p.m. and stated that a quorum was not present. He stated that while the County Planning Board cannot take official action the staff will still present the projects, staff comments, and any comments from the Board will go back to the municipalities as informal comments.

PUBLIC COMMENTS/COMMUNICATIONS: Chairman Prosser asked if there were any public comments (other than on agenda items) or communications received. There were none.

A. General Municipal Law, Section 239m Referrals:

1. Town of Lyme, Special Use Permit, Michael Endres, JCDP File # V Ly 4 – 18. Sara Freda presented this project to the Board stating the applicant proposes a 500 square foot addition to the rear of the restaurant for the purpose of adding an ice cream stand. She stated the project was referred due to its proximity to NYS Route 12E.

Sara stated the location was Jacks Diner at 7831 NYS Route 12E, at the Northeast corner of Empie Road and 12E. The site is zoned agricultural and rural residential which allows restaurants with a special use permit. The applicant plans to add a 20' x 25' addition to the rear of the existing building to accommodate an ice cream shop called Jack Frost.

The site plan shows 15 parking spaces, which exceeds the zoning ordinance criteria. Sara highlighted the existing gravel and grass areas. She stated that a few existing conditions were noticed during the site visit that were not identified on the site plan. It was unclear if they would remain or be removed.

The only County related issue noted was the project requires approval from NYS Department of Health.

Local items of consideration included:

The site plan does not depict all existing conditions, including the septic system, storage trailer, shed, propane tank, dumpster and ice machine. In order to fully evaluate the project, the local board should ensure the site plan accurately reflects both existing and proposed conditions. For example, parking and drive lane locations should not interfere with the existing septic system.

Michael Endres, the applicant, attended and did clarify to the Board where the septic and

leech field were located on the property. He stated he has two separate septic tanks on site and he has been working with the Department of Health to make sure they are adequate to support the additional demand related to the new addition.

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.

Signage should conform to the Town's Zoning Ordinance.

- 2-3. Town of LeRay, Site Plan Review/Special Use Permit, Rusty VanTassel, JCDP File # T Le 4/4a – 18. Andy Nevin presented this project to the Board stating the applicant is proposing to use a portion of the property to stockpile imported materials (such as crusher run, recycled asphalt pavement, topsoil, and soil), storing them and reusing them on other projects. He stated the project was referred due to its proximity to Interstate 781.

Andy showed the property location near the corner of Rogers Road and Waddingham Road. He stated this property has been used for this purpose for some time now, but a formal application has now been submitted. Site photos were shown showing the elevation and screening of the site and the site plan detailing the storage location for the various items.

Andy stated materials submitted with site plan indicate that the NYS DEC has reviewed the applicability and need for a SWPPP at the request of the Town/applicant. The DEC Permits coordinator stated unless new storage areas are proposed then a SWPPP is not required at this time.

Andy identified the following locally related items:

The Town Engineer should review the existing/proposed detention basins' location and capacity to ensure they are designed to handle the anticipated runoff and limit off-site sedimentation of drainage facilities such as roadside drainage swales along Waddingham Road.

Similarly, the existing dirt/gravel berms should be reseeded to limit soil erosion pursuant to Town requirements.

In addition, the local board should examine sight distance adequacy for vehicles entering/exiting the site using the current driveway. For example, the Town could consider placing a "slow moving trucks ahead" sign above the hill to warn oncoming traffic.

In regards to the special use permit request, the local board should consider whether landscaping should be planted to provide a visual buffer of storage areas and existing dirt/gravel berms from adjacent residential properties and public roads consistent with the Town Zoning Law special permit general standards.

4. Town of Watertown, Site Plan Review, Thomas Compo/Enterprise Car Rental, JCDP File # T Wa 5 – 18. Sara Freda presented this last project to the Board stating the applicant proposes to construct a 540 square foot addition to an existing used vehicle sales building to be used for repair space. She stated the project was referred due to its proximity to US

Route 11.

Sara showed the location on an aerial photo as 18941 US Route 11. The site is located between Spring Valley Road and Watertown Center Loop and is currently operated by Thomas Motors. (It is noted in the application that Enterprise Car Rental is located on the same parcel and may switch buildings with Thomas Motors.)

Using the site plan, Sara showed the floor plan and stated the project includes partial demolition of the existing building and the addition of two bays. Each bay is 18' x 30' and they contain a grease separator. Vehicular access to the bays will be from both the front and back with the addition of new 12' x 10' garage doors.

An additional paved area is shown adjacent to the south side of the existing parking and driving lanes. However, no pavement is depicted near the rear access bay of the new garage. A parking plan was submitted the morning of the meeting showing an adequate number parking spaces.

Only County related issue identified is that a building permit is required from the Jefferson County Building Code Department.

Local items Sara identified:

The local board should require the applicant to submit a site plan that identifies the proposed improvements including parking spaces (addressed in a new site plan submitted the day of the meeting), vehicle display areas, dumpster, snow storage and landscaping.

The local board should consider requesting an internal connection between the Enterprise Car Rental parking area and Thomas Motors parking area to allow for more convenient circulation between the uses.

The local board should ensure the increase in impervious surface (additional parking area) does not adversely affect the site's overall drainage.

B. Other Business

Chairman Prosser asked how the airport training session went and Andy stated he believed it was well received and stated the video has been posted to the County's website for viewing.

There will be additional training sessions scheduled in September and October. SEQR will be the topic in September put on by the New York State Department of State.

Andy stated the July meeting would be held at Zenda Farms. Details will follow in the monthly mailing. The Board decided to stay within the City limits for the August meeting and staff will work on securing a location.

Due to lack of quorum, no motions were made. All comments will be passed on to the appropriate parties. The meeting ended at 4:35 p.m.