

MEETING MINUTES (Virtual-Google Meet)

JEFFERSON COUNTY PLANNING BOARD

September 28, 2021

MEMBERS PRESENT: David Prosser, Chairman, Lisa L’Huillier, Vice-Chairman, Clif Schneider, Jon Storms, Deb McAtee, Randy Lake, Charlene Mannigan, George Yarnell, Art Baderman

STAFF PRESENT: Michael Bourcy, Director
Andy Nevin, Senior Planner

PUBLIC PRESENT: Jennifer Voss - City, Steven Vollmer - Gill House, Emily Griffin & Craig Fox - Media

Michael Bourcy stated that the meeting was being conducted remotely under the extraordinary circumstances of a public health emergency due to Covid-19 under chapter 417 of the Laws of 2021 and signed by Governor Hochul.

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 JUNE 29, 2021 MEETING MINUTES: Chairman Prosser asked members if they had any comments or changes to the June 29, 2021 meeting minutes. A motion to accept the meeting minutes was made by Chairman Prosser, seconded by Charlene Mannigan, 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. **City of Watertown, Area Variance, Aubertine & Currier on behalf of Credo, JCDP File # C 7 – 21.** Andy Nevin presented this project to the Board stating that the applicant proposes less than the required number of parking spaces for an office/treatment center building. The Board is reviewing this due to its proximity to NYS Route 12.

Andy showed the project location on West Main Street, next to the Credo Center. He reviewed the aerial photo, site photos, and site plan submitted pointing out various relevant details. The area variance is requested to allow 61 parking spaces instead of the required 100.

The sole County/State related comment was that the local board should consider the benefit to the applicant as weighed against the detriment to the health, safety, and welfare of the community using the five factors for an area variance as stated in NYS City law.

Additionally, the only locally related comment was the local board should consider a pedestrian connection between the main entrance and the public sidewalk. Projects within populated areas should provide easy access for pedestrians. This is even more important during the winter months when pedestrians cannot cross grass-covered areas during excessive snowfall events.

Chairman Prosser asked what the building was located directly behind the project site and Jennifer Voss, City Planner, stated she was not sure, but it was not part of this project.

Chairman Prosser read the staff recommendation that the County Planning Board pass a motion of local concern only, with the comments as stated above.

Motion: To accept staff recommendation to pass a motion of local concern only was made by Chairman Prosser, seconded by Charlene Mannigan, and unanimously carried.

2. Town of Henderson, Site Plan Review, Steven Vollmer, JCDP File # T He 2 – 21. Andy presented this project to the Board stating that the applicant proposes renovations to reopen a vacant restaurant/hotel. The Board is reviewing this due to its proximity to County Road 123.

Andy stated this project was to renovate the Gill House Restaurant located on County Road 123 in Henderson Harbor. Current site photos show that renovations have begun and the site plan was reviewed to show further development plans especially the additional parking.

Andy reviewed the following County/State issues:

A Jefferson County Highway Work Permit may be required due to the re-establishment of a vacant use.

A Jefferson County Building Permit is required for the interior renovations to a commercial structure.

Next, the Local issues were identified as:

While parking within the Harbor District is not permitted within side yards, parking is an issue within Henderson Harbor and the sites ability to provide off-street parking should be considered. The local board should determine if an area variance is necessary to allow the four parking spaces to the south side of the building, the six spaces along CR 123, and the two on the large lot nearest the road that would be considered the side yard.

The expanded gravel parking could increase storm water runoff, which could require additional drainage mitigation; therefore, the Town Engineer should review the project's drainage.

Any proposed lighting should use fixtures that limit glare onto neighboring properties and the County Highway. In addition, signage should meet the Town Zoning Law limits for the District.

Chairman Prosser asked if the restaurant had municipal water and sewer and Andy stated it did not and illustrated on the site plan where the septic and leech field were located. He stated the Town has been trying to get sewer established there for many years, but it has not happened yet. He was unsure where they stood on public water.

Chairman Prosser read the staff recommendation that the County Planning Board pass a motion of local concern only, with the comments as stated above.

Motion: To accept staff recommendation to pass a motion of local concern only was made by Chairman Prosser, seconded by Jon Storms, and unanimously carried.

3. Village of Alexandria Bay, Special Use Permit, JP's Marina Storage, JCDP File # V AB 2 – 21. Andy presented this project to the Board stating the applicant proposes a sign for the marina and house rentals. The Board is reviewing this due to the parcel's proximity to NYS Route 26.

An aerial photo shows the property location on Bethune Street. The applicant is proposing a new business sign. The subject property is located in the Marine Development District; the opposite side of Bethune Street is Residential.

No County/State issues were identified, but local comments included:

The Village Code requires anyone erecting a sign to obtain a permit from the Village Board of Trustees. Similarly, within the zoning law, signs (larger than ten square feet) in residential districts require a review by the Village Board. The Marine Development District does not appear to address signage beyond what may be included as part of a special permit review that is not required for the current uses.

The subject property is owned by the marina owner, has a rental house, and another building used by the adjacent marina. The marina and rental houses, being the subject of the sign are related business ventures within the Marine Development Zoning District.

In conclusion, it appears that there are no sign regulations or sign standards in effect within this zoning district.

Andy stated that staff is currently working with the Village to develop new sign regulations.

4. Village of Alexandria Bay, Site Plan Review, B&M Holdings LLC, JCDP File # V AB 3 - 21. Andy also presented this project to the Board stating the applicant proposes to renovate the first and second floors of a vacant office building. The Board is reviewing this due to the parcel's proximity to NYS Route 26.

An aerial photo shows the location on the corner of Church and Rock Streets. The project consists of interior renovations so there was not much information provided for a site plan.

The only County/State comment was a Jefferson County Building Permit would be required for the interior renovations.

Local comments included:

The local board should request a site plan drawn to scale that show the current building

and building entrance. The site plan would also show parking spaces and anticipated driveway location to illustrate available parking, consistent with the Village Zoning Law, Article X. Section 150-56.

Any proposed lighting and/or signage should also be addressed to ensure lighting would not affect nearby homes, properties and streets.

5. Town of Watertown, Special Use Permit, Avichal Corporation, JCDP File # T Wa 6 - 21. Andy presented this last project to the Board stating the applicant proposes to convert an existing building into a convenience store and gas station. The Board is reviewing this due to its proximity to County Road 62.

This project is located on corner of Cady Road and County Route 62 in the Town of Watertown. It is located in the Business Zoning District. The site plan was reviewed, highlighting traffic circulation, parking, landscaping, lightning and other relevant site details.

County/State areas of consideration included:

A NYS Department of Transportation Highway Work Permit will be required for the change in use and to widen the driveway entrance. This section of the County Road is under NYS DOT jurisdiction.

With the increase in pavement surfaces, the local board should ensure any additional runoff does not impact the town/county/state road or adjacent properties.

A Jefferson County Building Permit will also be required for the change in use.

Lastly, the following Local items were reviewed:

The local board should request the location of the dumpster be shown.

The canopy is proposed to be located within the setback along Cady Road. The zoning board of appeals should consider the benefit to the applicant as weighed against the detriment to the health, safety, and welfare of the community using the five factors for an area variance as stated in NYS Town law.

Chairman Prosser asked about water and sewer and Andy stated the project information indicated they were going to use the existing facilities.

Chairman Prosser read the staff recommendation that the County Planning Board pass a motion of local concern only for projects # 5-8, with the comments as stated above.

Motion: To accept staff recommendation to pass a motion of local concern only for projects # 5-8 was made by Chairman Prosser, seconded by Charlene Mannigan, and unanimously carried.

B. Intergovernmental Review

1. Town of Adams, USDA – Rural Development, JCDP File # 7 - 2021. The Town is proposing approximately 2,500 linear feet of water line to establish Water District #3, just

west of the Village of Adams on NYS Route 178. They are requesting federal funding of \$726,108.

Dave Chairman made a motion to send a letter of support, seconded by Clif Schneider, and unanimously carried.

C. Other Business

Due to the Governor's allowing of remote meetings during the public health emergency, Chairman Prosser stated we would continue our remote meetings through at least January.

Adjournment

Lisa L'Huillier made a motion to adjourn the meeting at 4:42 p.m. and it was unanimously carried.