

MEETING MINUTES (Virtual-Google Meet)

JEFFERSON COUNTY PLANNING BOARD

March 29, 2022

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

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

PUBLIC PRESENT: Gary Bass – Drop Zone Storage, Watertown (T)
Dallas Manson – Nexamp, Watertown (T)
Julia Gosier – Board Member, Town of Lyme

Craig Fox, Watertown Daily Times
Sandra Garcia-Torres, WWNY TV 7

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 4:02 p.m. and stated that a quorum was present.

APPROVAL OF THE February 22, 2022 MEETING MINUTES: Chairman Prosser asked members if they had any comments or changes to the February 22, 2022 meeting minutes. A motion to accept the meeting minutes was made by Chairman Prosser, seconded by Art Baderman, 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 Watertown, Site Plan Review, Drop Zone Storage, JCDP File # T Wa 1 – 22.** Sara presented this project to the Board stating that the applicant is seeking Site Plan Review approval to construct self-storage units, an office and a warehouse. The Board is reviewing this due to its proximity to County Route 202.

Sara showed the property location on an aerial photo and pictures of the site. She said that the Board was reviewing the project next to Autumn Ridge. She reviewed the site plan submitted.

Issues include: A Jefferson County Building Permit will be required. A Stormwater Pollution Prevention Plan (SWPPP) is required.

The County Highway Department has received a request from NEXAMP for a commercial driveway permit for access to their easement. NEXAMP's submitted plan does not match the site plan for the storage facility. The local board should require the applicant to submit a revised site plan that accurately depicts the correct access alignment to the proposed project. A permit from the County Highway Department is required for any driveway.

The site plan should address any utility connections or locations of septic systems.

The applicant should address drainage. The local board should ensure the neighboring parcels and County Highway are not impacted.

The Neighborhood Commercial District requires access points onto a main highway to maintain a 500-foot separation. The local board should consider relocation of the driveway(s) to the center of the site to allow a single access for the entire site.

Landscaped buffering shall be provided along the front yard (35' - 50' in width) and the side yard (30' in width). A row of vegetation is proposed directly in front of the office; however, the proposed plantings are not identified. The proposed NEXAMP 15 foot wide easement along the southern property line may conflict with the side yard landscaping requirement. The local board should address if the proposed landscaping meets the intent of the Zoning Law.

The proposed pedestrian pathway should be landscaped as required by the Zoning Law.

It appears there are three parking spaces located within the proposed driveway, south of the office. The local board should request the applicant modify this. The site plan should depict all proposed driveways.

All lighting shall be dark sky compliant and signs shall be monument style.

Motion: To accept staff recommendation to pass a motion of local concern only for the project was made by Chairman Prosser, seconded by Lisa L'Huillier, and unanimously carried.

2. Town of Lyme, Special Use Permit, Jeffery Cohen – Three Mile Bay Marina, LLC, JCDP File # T Ly 1-22. Andy presented this project to the Board stating that the applicant proposes an RV campground, marina with docks and a boat launch. The project was referred due to its proximity to NYS Route 12E.

Andy displayed the aerial of the area and site photos showing the site and the uses nearby. He reviewed the site plan submitted.

County/State: NYS Department of Health approval is required. NYS DOT must be contacted as their approval is required for the proposed access to NYS Route 12E.

US Army Corps of Engineers or NYS DEC review and permit is required for the proposed

marina docks and boat launch. A Stormwater Pollution Prevention Plan is required for NYS DEC review.

This section of NYS Route 12E is the Seaway Trail Scenic Byway so that should be taken into account when reviewing the project.

Locally related matters:

The local board should ensure the Town's Recreational Vehicle Park standards are met. The proposed recreation area, playgrounds and other recreation areas should meet the Town standard of eight percent of the gross site area of the park.

The application submitted refers to nine proposed cabins. If local board approves the project, it should specify the number and types of uses are approved in regards to the RV sites, docks, etc.

Landscaping or buffering should be considered to screen the park from NYS Route 12E, and from adjacent properties. A stockade fence, hedge or other physical barrier could be used along side property lines if warranted.

The local board should request a site plan that shows all existing structures on the parcels. There appears to be a two-story structure currently near the shoreline that is not shown on the site plan. If it is to be removed, then it should be so indicated.....

Julia Gosier, Town Board member, offered comments and concerns. She said the proposed access is on a curve on NYS Route 12E is located on a blind curve. She also indicated shallow water exists in the Bay where the docks and boat launch is proposed. She discussed the water district that would have to be extended to serve the campground. Julia mentioned other concerns regarding the project and site plan details. Julie stated concerns about the Town being part of the Seaway Trail Scenic Byway and maintaining its attractiveness and visual quality.

Andy then reminded the Board that the Town adopted a moratorium on RV Parks and Campgrounds a little over a year ago, which delayed this project but for a variety of reasons the Town wasn't able to complete any amendments regarding rv parks or campgrounds during that time.

Motion:

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

3. Town of Adams, Moratorium on business reviews in the Hamlet Zone, JCDP File # T Ad 1-22. Sara presented this project to the Board stating that the Town proposes to establish a Moratorium on business development in the Hamlet Zoning District. She also stated that the Board is reviewing the project due to the proximity of NYS Route 177.

Sara displayed the zoning map of the Town and then a zoomed in portion of the area (Adams Center).

Sara stated the project's issues are as follows:

The term "business" is not defined in the Town's Zoning Law. The Town Board should identify the specific uses affected by the moratorium, using the uses listed in Section 430 of the Town's Zoning Law.

The local board should ensure the proposed moratorium meets NYS DOS's criteria for land-use moratoria prior to adoption:

- 1) Have a reasonable time frame as measured by the action to be accomplished during the term;
- 2) Have a public purpose justifying the moratorium;
- 3) Address a situation where the burden imposed by the moratorium is shared by the public at large;
- 4) Strictly adhere to the procedure for adoption laid down by the enabling acts;
- 5) Have a certain time when the moratorium will expire.

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

4. Town of Alexandria, Site Plan Review, Car wash, rv wash and pet wash, JCDP File # T AI 1 - 22. Andy presented this project to the Board stating that the applicant wants to add an automatic two bay car wash, a three bay rv wash and a pet wash area. He also stated the proposal was referred due to its proximity to NYS Route 12.

Andy displayed the aerial of the area and site photos showing the site and the uses nearby. He reviewed the site plan submitted, referring back to the aerial as needed.

County/State related matters identified: County/State: a Jefferson County Building Permit will be required. NYS DOT should be contacted regarding potential drainage impacts along NYS Route 12. This section of NYS Route 12 is the Seaway Trail Scenic Byway so that should be taken into account when reviewing the project.

Locally related issues:

The proposed entrance closest to NYS Route 12 may present conflicts with the internal traffic flow that could impact NYS Route 12. The local board should consider eliminating this access, which would enhance traffic flow and limit the possibility of bottlenecks. The site is designed for efficient traffic flow by accessing the site by the rear driveway.

The site plan shows parking for the existing retail store to be located near this access which is across the driveway from the store. There appears to be a parking area directly behind the store. To improve pedestrian safety and traffic flow, the local board should require that the parking for the store be located in this area.

Proposed drainage facilities should be reviewed by the Town Engineer to ensure their adequacy.

The local board should determine whether additional landscaping/buffering should be provided along NYS Route 12.

The local board should request lighting details and a photometric plan to be provided to

ensure off-site glare does not impact adjacent properties and NYS Route 12.

Any proposed signage should meet the Town Zoning regulations.

5. Village of Clayton, site plan review for a shopping center, JCDP File # V Cl 1 - 22. Andy presented this project to the Board stating that Wilburt Wahl, Jr. LLC is proposing to demolish two houses and construct an 80 foot by 100 foot French Creek Marina store with space for two other tenants.

County/State related matters: the NYS Department of Transportation must be contacted as a work permit is required for the proposed commercial driveways and for fill that could alter the drainage in the area.

Locally related issues: the local board should consider requiring one entrance to be utilized to limit the number of traffic conflict points on State St. The current grade of the site slopes downward from State St. Drainage facilities should be provided and reviewed by the Village Engineer to ensure neighboring properties and French Creek will not be impacted by any increase in runoff.

The local board should require landscaping and buffering to be provided on both sides to minimize the visual impact on the adjacent homes.

Small retail/service requires one parking space for every 200 square feet of building area. An area variance may be needed.

Any proposed lighting and signage should meet Village standards and avoid glare onto the public roadway and nearby residences. Lighting details and a photometric plan should be provided.

6. Town of Henderson, site plan review to reopen an existing restaurant, JCDP File # T He 1 – 22. Sara presented this project to the Board stating that Anthony Frederick proposes to reopen a restaurant/bar that used to be called the Cherry Tree. She reviewed an aerial photo, recent site photos and a site plan sketch.

County/State related matters: a Highway Work permit will be required if any changes are proposed for the existing driveway. NYS Department of Health review is required for a proposed restaurant.

An Agricultural Data Statement is required as the project site is located within 500 feet of two farm operations in a NYS Certified Agricultural District.

Locally related issues:

All parking shall conform to the Town's Zoning Law; one space per 100 square feet of eating area. In addition, each space should be depicted on the site plan (10' x 20' minimum).

7. Town of Hounsfield, site plan review for solar manufacturing plant, JCDP File # T Ho 1 – 22. Andy presented this project to the Board, stating that Convalt Energy proposes a 330,000 square foot solar panel manufacturing plant. He reviewed an aerial photo, recent site photos, and a site plan of the project. It's being reviewed

due to its proximity to NYS Route 12F

He also reviewed a rendering simulating how the lighting will appear at night, as well as the Federal Aviation Administration recommended land use impact zones in effect around the airport runways.

County/State: Due to the close proximity of the Watertown International Airport and both its runways, airport compatibility should be taken into account. FAA has recommendations regarding outdoor lighting, wildlife attractants such as retention areas, land use compatibility, structure heights and crane use during construction are some of the considerations.

A NYS DOT Highway Work Permit is required for the proposed road entrances onto NYS Route 12F. A Traffic Study with the original business park design was submitted. It should be determined whether the proposed project scope will be within the parameters discussed in the Traffic Study.

A Jefferson County Building Permit will be required.

A US Army Corps of Engineers Permit has been applied for regarding the wetland disturbances.

Locally related issues:

Landscaping/screening should be provided to buffer the nearby residences as the proposed large structure contrasts with the surrounding land uses, particularly across NYS Route 12F.

The Town's parking standard for industrial uses requires 1 space per 500 square feet of net floor area. The local board should verify the provided parking is adequate.

Recommendation:

The staff recommends the County Planning Board pass a motion of approval with the condition that the applicant meet the recommended FAA standards for outdoor lighting, drainage basin design, structure heights, and worker density onsite due to the proximity of the two airport runways to limit the potential negative impacts on airport operation.

Motion:

To accept staff recommendation to pass a motion of approval with condition that the applicant meet the recommended FAA standards for outdoor lighting, drainage basin design, structure heights, and worker density onsite due to the proximity of the two airport runways to limit the potential negative impacts on airport operation for the project was made by Chairman Prosser, seconded by Deb McAtee, and carried with one abstention, Lisa L'Huillior.

8. City of Watertown, area variance to add an equipment room to an apartment building, JCDP File # C 1 - 22. Sara presented this project to the Board stating that the Watertown Housing Authority is proposing an addition that will not meet the required side yard setback.

County/State related matters:

In reviewing the area variance, the local board should consider the benefit to the applicant as weighed against the detriment to health, safety and welfare of the community using the five factors for an area variance as stated in NYS City Law.

Motion:

To accept staff recommendation to pass a motion of local concern only for projects 1,2,3,4,5,6 and 8 was made by Chairman Prosser, seconded by Jon Storms, and unanimously carried.

Intergovernmental Review:

St. Lawrence Valley Educational TV Council, Inc. (WPBS) USDA Rural Development funding request for \$500,000 for four virtual reality productions to help with job training to simulate work assignments. Four employment clusters include: Agriculture/food processing, health care (support roles), light manufacturing and industrial assembly, and outdoor recreation/tourism and hospitality.

Dave Prosser made a motion, seconded by Jon Storms for sending a letter of support.

Adjournment

Lisa L'Huillier made a motion to adjourn the meeting at 5:45 p.m., seconded by Dave Prosser, and it was unanimously carried.