

**MEETING MINUTES**

**JEFFERSON COUNTY PLANNING BOARD**

**2<sup>nd</sup> Floor Conference Room  
175 Arsenal Street  
Jefferson County Office Building**

**February 27, 2024**

**MEMBERS PRESENT:** David Prosser, Chairman, Lisa L’Huillier, Vice-Chairperson, Donna Dutton, John Stinson, Jean Waterbury, John Stano, Rick Nuijens, Neil Katzman

**STAFF PRESENT:** Andy Nevin, Senior Planner  
Sara Freda, Community Development Coordinator  
Sam Wilson, Assistant Planner

**PUBLIC PRESENT:** Victor Scott Martial Arts School Town of Pamela  
Sandra Torres Reporter WWNY TV7

**CALL TO ORDER AND ESTABLISHMENT OF QUORUM:** Chairman Prosser opened the meeting at 4:01 p.m. and stated that a quorum was present.

**APPROVAL OF THE January 30, 2024 MEETING MINUTES:** Chairman Prosser asked members if they had any comments or changes to the January 30, 2024 meeting minutes. Rick Nuijens noticed some missing verbiage around a motion in the minutes. Therefore, Andy suggested we table the minutes until staff can correct or add the appropriate wording. Motion to table the meeting minutes was made by Lisa L’Huillier, seconded by Rick Nuijens, and carried unanimously.

**COMMUNICATIONS:** Chairman Prosser asked if there were any outside communications. Andy said no.

**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, Victor Scott, martial arts studio, site plan review, JC DP File # T Pa 1 – 24**

Sara presented the aerial photo, site photos, and site plan, of the existing building, parking areas, access drives. She noted that a floor plan was submitted.

Sara described County/State related matters:

A Highway Work Permit from the NYS DOT is required for the change of use.

A building permit is required from Jefferson County Code Department.

She reviewed the locally related issues:

The local board should require the submission of a site plan drawn to scale that clearly depicts all existing and proposed conditions, including but not limited to property lines, setbacks, lot coverage, parking, circulation, driveways, sidewalks, utilities, easements, septic system, well, lighting, drainage, landscaping, trash enclosures and snow storage.

The proposed use requires at least six parking spaces which should be depicted on the site plan.

The local board should consider only allowing one access onto the state highway. Minimizing the number of access points on US Route 11 will reduce the potential of traffic conflicts. Additionally, the local board should require that the existing driveway on the west side meet NYSDOT highway standards for driveway width.

Board members posed questions regarding municipal water and sewer service that may be available. Victor Scott (applicant) stated that water service is connected, while a septic system is currently in place. Andy stated that the Jefferson County Building Code Department administers the NYS Building Code requirements that determine the size and capacity of septic systems.

Members brought up the requirement of General Municipal Law 239nn where projects adjacent to another municipality should send a copy of the application and public hearing notice, in this case to the Town of LeRay.

**Motion:**

**To accept staff recommendation to pass a motion of local concern only for the project was made by Rick Nuijens, seconded by David Prosser and unanimously carried.**

2. Town of Alexandria, Tad Kring, Event Venue, site plan review, JCDP File # T AI 2 – 24

Andy presented the aerial photo, site photos, and site plan.

Under review comments he said:

A Jefferson County Building Permit will be required for the addition.

A NYS DOT Highway Work Permit may be required for the change in use for the driveway access to NYS Route 12.

Board members said that NYS Department of Health approval may be required for the kitchen.

Locally related issues:

The location of the private septic system and leach field should be shown on the drawing to ensure the parking or building addition will not interfere with its location. The local board should also require the connection to municipal sewer be provided when the sewer district is completed.

The local board should determine whether the proposed number of parking spaces is adequate and require the parking lot to be constructed of all-weather material.

While the application narrative describes indoor and outdoor hours of operation, noise from amplified music could impact nearby homes and seasonal mobile home sites. The local board should address potential sound impacts on neighboring residences/uses.

The lighting details, such as dark sky compliant or shielded lighting, should be provided to ensure any potential glare doesn't impact neighboring properties and the public roadways.

The project narrative describes plans for future structures and uses such as ag plantings, u-pick farming, retail sales, tiki hut, food trucks, alcohol sales, hayrides, storage shed, live music, DJs, etc. Any new uses/structures should be reviewed pursuant to the Town Zoning Law within future site plan reviews.

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

3. Town of Clayton, Mark Morgia, Site Plan Review to erect two storage buildings, JCDP File # T Cl 1 – 24.

Andy presented this project to the Board. He presented the aerial photo, site photos, building, and site plan showing the proposed buildings and gravel areas to be added.

Under review comments, he said:

The local board should require landscaping to screen adjacent residences, especially when within 100 feet of an off-property residential structure.

The proposed lot line adjustment should be finalized before project approval.

A question was asked about lighting, Andy noted that no additional lighting was proposed on the site plan.

4. Town of Hounsfield, Gerald Stolarsky, Site Plan Review, a twenty-five unit self-storage building, JCDP File # T Ho 1 – 24.

Sara presented this project to the Board. She reviewed the aerial photos, site photos, and site plan of the proposed self-storage building.

Under review comments, she said:

A Highway Work Permit is required from NYS Department of Transportation for the proposed driveway onto NYS Route 3.

The project drains towards a proposed dry swale located adjacent to the state highway. A drainage report should be completed to ensure the proposed drainage does not impact the highway or undermine its shoulder. The drainage plan should be submitted to NYSDOT for review.

A building permit is required from the Jefferson County Code Department.

Additional screening along NYS Route 3 should be provided since the site is located along a National Scenic Byway (the Great Lakes Seaway Trail).

Locally related issues:

The project is on a parcel proposed to be subdivided. If the local board approves the site plan. They should make it contingent upon the subdivision being filed with the County Clerk.

The local board should ensure the proposed monument sign meets the criteria in the Zoning Law including but not limited to maximum height and minimum setbacks.

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

5. Town of Pamela, FW Web Company, Site Plan Review, warehouse with office space, JCDP File # T Pa 2 – 24

Sam presented this project to the Board. He reviewed the aerial photos, site photos, and site plan of the proposed warehouse with office space.

Under review comments, he said:

A Jefferson County Building Permit is required.

A NYSDOT Highway Work Permit is required for the proposed access onto NYS Route 12.

Local related issues:

The local board should ensure that adequate lighting is provided to ensure the safe movement of persons and vehicles and for security purposes. It appears that no lighting is proposed on the site plan.

The Pamela Zoning Law states that parking areas should be located behind facilities or if located adjacent to a public highway a visual barrier shall be provided. The local board should ensure this requirement is met.

Members brought up the requirement of General Municipal Law 239nn where projects adjacent to another municipality should send a copy of the application and public hearing notice, in this case to the City of Watertown.

6. Town of Pamela, Benjamin Essig, Site Plan Review, two storage buildings, JCDP File # T Pa 3 – 24

Sara presented this project to the Board. He reviewed the aerial photos, site photos, and site plan of the proposed self-storage building.

Under review comments, he said:

A Jefferson County Building Permit is required.

A NYS DOT Highway Work Permit is required for the proposed access onto NYS Route 12.

Local related issues:

The Town's Zoning law requires adequate screening when a non-residential use is adjacent to a residential use.

The Town's Zoning Law allows for the expansion of nonconforming uses if the Planning Board finds that the expansion will not have an adverse impact on the surrounding neighborhood. The criteria to review such expansions includes traffic, parking spaces, noise, dust, air pollution, glare, percent lot coverage and amount of outside storage or display.

**Motion: To accept staff recommendation to pass a motion of local concern only for projects 2, 3, 4, 5, & 6 was made by Dave Prosser, seconded by Donna Dutton and unanimously carried.**

7. Town of Watertown, New Cingular Wireless ATT, cellular antennas, site plan review, JCDP File # T Wa 1 – 24

Sam presented this project to the Board. He reviewed the aerial photos, site photos, and site plan of the proposed self-storage building.

Under review comments, he said:

A Jefferson County Building Permit is required.

The local board should require the applicant to submit a 5G C band study to the FAA to ensure compatibility with Watertown International Airport aircraft.

Locally related issues:

According to the Town of Watertown's Wireless Telecommunication Facilities Law, the local board should ensure that the applicant completes a RF emissions study to provide verification that there is full compliance with the current FCC RF emissions guidelines, if the facility is not Categorically Excluded.

In addition, the local board should ensure the applicant provides signed documentation that the proposed modification will not cause physical or RF interference with other telecommunications devices.

The local board should ensure that the applicant provides the model and type of the antennas proposed, with a copy of the specification sheet; in addition, the applicant provides information on the frequency, modulation, and class of service of radio or other transmitting equipment.

Lastly, the local board should ensure that the applicant provides documentation that demonstrates and proves the need for the wireless telecommunications facility to provide service primarily and essentially within the Town; such documentation shall include

propagation studies of the proposed site and all adjoining planned, proposed, in-service or existing sites that demonstrate a significant gap in coverage and/or, if a capacity need, include an analysis of current and projected usage.

Motion: To accept staff recommendation to pass a motion of local concern only for was made by Lisa L'Huillier , seconded by Neil Katzman, with Jean Waterbury abstaining, carried.

#### Intergovernmental Reviews:

2024 – 3: The Town of Watertown is seeking \$8,085,000 in funding from the USDA - RD for Water District # 7.

Funds will be used create a water district and install lines to serve 135 residences and businesses along sections of NYS Route 126, Hunt St., Hadcock Rd., Overlook Rd., and Slate Rd., as well as County Roads 49 and 160.

Dave Prosser made a motion, seconded by Jean Waterbury, to send a letter of support for the project funding request.

#### Other:

There was a brief discussion about the next meeting (March) location to be held at the Watertown International Airport due to the Board of Elections using the meeting room in the County Building.

The Tug Hill Commission's Local Government Conference is May 1<sup>st</sup> and 2<sup>nd</sup> in Verona, New York at the Turning Stone Casino.

#### Adjournment

Lisa L'Huillier made a motion to adjourn the meeting at 5:05 p.m., seconded by Neil Katzman, and it was unanimously carried.