

MEETING MINUTES

JEFFERSON COUNTY PLANNING BOARD

**Jefferson County Office Building, 175 Arsenal St.
2nd Floor Conference Room**

January 28, 2025

MEMBERS PRESENT: Lisa L'Huillier, Vice-Chair, Richard Nuijens, John Stinson, John Stano, Neil Katzman, Randy Lake, Jean Waterbury

STAFF PRESENT: Andy Nevin, Senior Planner
Sam Wilson, Community Development Coordinator
Sara Freda, Community Development Coordinator
Emerald Macilvennie, Typist

PUBLIC PRESENT: Craig Fox, Watertown Daily Times Reporter

CALL TO ORDER AND ESTABLISHMENT OF QUORUM: Vice-Chair Lisa L'Huillier opened the meeting at 4:00 p.m. and stated that a quorum was present.

APPROVAL OF THE NOVEMBER 26, 2024 MEETING MINUTES: Motion was made by Neil Katzman, seconded by Richard Nuijens and carried unanimously.

COMMUNICATIONS: Vice-Chair Lisa L'Huillier asked if there were any communications. Andy said no.

PUBLIC COMMENTS (OTHER THAN AGENDA ITEMS): Vice-Chair Lisa L'Huillier asked if there were any public comments (other than on agenda items). There were none.

NEW BUSINESS: Andy introduces Emerald Macilvennie, a new member of the Planning Department who will be assisting with Secretarial duties.
Sara announces her retirement to the board.

A. General Municipal Law, Section 239m Referrals:

1. Alexandria (T), SAI Group, Site Plan Review, Electric Vehicle Charging, T AI 1 - 25

Andy presented this project to the Board displaying the locator map, aerial photos, site photos and site plan.

He discussed County/State related matters:

A Jefferson County Building Permit is required.

Locally related issues discussed:

The local board should consider limiting the time the vehicles can remain parked after being fully charged. Limiting the dwell time once charged would allow additional electronic vehicles to utilize the charging station, thereby maximizing their usage.

In the future, the local board should consider adopting specific electronic vehicle charging regulations and/or

requirements. A number of municipalities allow them as accessory uses when a primary use exists. To increase electric vehicle charging infrastructure, some municipalities require a certain number of charging stations within larger parking lots or when a certain number of parking spaces are proposed.

Jean Waterbury asked why one parking space appeared bigger than the others. Andy explained that some of the electronic vehicles could be larger and need more space to accommodate those vehicles.

Motion: To accept staff recommendation to pass a motion of local concern only with comments stated above, made by Neil Katzman, seconded by John Stano, and carried unanimously.

2. Alexandria Bay (V) River Hospital, Site Plan Review, Interior Hospital Renovations, V-AB 1 – 25

Andy presented this project to the Board displaying the locator map, aerial photos, site photos, and site plan. He also presented the site plan sketch and that they are adding a sign, he showed where.

He discussed County/State related matters:

A Jefferson County Building Permit may be required.

Locally related issues discussed:

The local board should consider whether the increase in floor area warrants any additional parking demand. The applicant indicates the areas will be used by current staff.

The local board should ensure the proposed signage meets the village sign requirements.

Neil Katzman asks why the applicant is seeking renovations if not for additional staff and parking needs. Andy explained to accommodate current staff with an area for a break room and other needs that they do not currently have adequate space for.

Motion: To accept staff recommendation to pass a motion of local concern only with comments stated above, made by Richard Nuijens, seconded by Randy Lake, and carried unanimously.

3. Clayton (T) Zenda Farm Holdings LLC, Special Use Permit, Hobby Horse Farm T CI 1 – 25

Sam presented this project to the board displaying the aerial locator map, aerial photos, site photos, and site plan. He explained that this project is being reviewed because of the local agricultural districts in close proximity. He shows where there will be a run in for a horse shelter that meets the 150 foot setback requirement. The applicant proposes to have 1-2 horses and that the manure will be hauled away weekly by a dump trailer.

Neil Katzman asks if there is any difference between this project and another that was recently approved that is very similar in nature. The only difference is the previous project was constructing a barn as well.

Locally related issues discussed:

The local board should require the applicant to show the manure storage area on the site plan.

Motion: To accept staff recommendation to pass a motion of local concern only with comments stated above, made by Neil Katzman, seconded by John Stinson, and carried unanimously.

4. Watertown (T) Grindstone Group LLC, Site Plan Review, Self-Storage Buildings T Wa 1 – 25

Sam presented this project to the board, explaining that the applicant proposes to construct two self-storage buildings. He displayed the locator map, aerial photos, site photos, and site plan.

He discussed County/ State related matters:

A NYS DOT Highway work permit will be required for the proposed access onto NYS Route 12F.

A Jefferson County Building Permit is required.

Locally related issues discussed:

The local board should require the applicant to relocate the office building outside the 50-foot front yard setback. Otherwise, an area variance is required.

The site plan shows one storage building within the 50-foot required side yard setback to the west. The local board should require that the applicant move the storage building to meet the 50-foot side yard. Otherwise, an area variance would be required.

The local board should ensure that the proposed sign is set back at least 15 feet from all lot lines. The site plan does not show any setbacks for the proposed sign.

The local board should require that the applicant provide a landscaped buffer area of 30-50 feet wide along the front of the lot line in order to screen structures from NYS Route 12F. In addition, the local board should require the applicant to provide a 30-foot-wide landscaped buffer to the southeast side yard for the residence.

The local board should require that the applicant submit a SEQR form.

Richard Nuijens asks if there are any lighting plans. Sam goes over the plan for 12 total LED lights that are dark sky compliant.

Motion: To accept staff recommendation to pass a motion of local concern only with comments stated above, made by Randy Lake, seconded by Neil Katzman, and carried unanimously, with the exception of Jean Waterbury who abstained from voting on this motion.

B. Intergovernmental Reviews:

2025 – 1 Watertown International Airport is seeking funding for several projects: acquiring land for approaches, obstruction removal, runway rehabilitation, expand apron (design), and to reconstruct the terminal building.

Andy shows a total funding request of \$8,665,106.00 from the FFA, NYS DOT, and County combined. He also displayed a map of the area showing the land intended for acquisition.

Motion: To send a letter of support for the project funding request was made by Neil Katzman, seconded by Richard Nuijens, and carried unanimously.

2025 – 2 The Village of Evans Mills seeks funds for construction on a new wastewater treatment plant to replace the existing plant and replacement of two pump stations. The reason for replacement is that the

pumps have reached their “end of life”. The engineer on the projects will be Fourth Coast. The total funding requested is \$10,255,000.00 and the Federal Funding agency is the USDA – RD.

Motion: To send a letter of support for the project funding request, made by John Stano, seconded by Jean Waterbury, and carried unanimously.

OTHER BUSINESS:

Andy Nevin stated that the local government full day portion of the conference is on April 1st in Verona NY, information on this has already been sent to members. Let the Department know if you haven't received a link to the information from the Tug Hill Commission. The Department of State is only offering a fall training this year in the area, and not one in the spring. Andy would like to see more training opportunities made available.

Adjournment:

Neil Katzman made a motion to adjourn the meeting at 4:40 pm, seconded by Richard Nuijens, and unanimously carried.