

**MEETING MINUTES**

**JEFFERSON COUNTY PLANNING BOARD**

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

**February 25, 2025**

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

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

**PUBLIC PRESENT:** Geoffrey Urda, Senior Planner- City of Watertown  
Craig Fox, Watertown Daily Times Reporter

**CALL TO ORDER AND ESTABLISHMENT OF QUORUM:** Chair David Prosser opened the meeting at 3:58 p.m. and stated that a quorum was present.

**APPROVAL OF THE JANUARY 28, 2025 MEETING MINUTES:** The motion was made by Neil Katzman, seconded by Richard Nuijens and carried unanimously.

**COMMUNICATIONS:** Chair David Prosser asked if there were any communications. Andy said no.

**PUBLIC COMMENTS (OTHER THAN AGENDA ITEMS):** Chair David 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. **Watertown (C) Zoning Law Amendment, C 1 – 25**

Andy presented this project to the Board displaying the locator map, images and slides pertaining to land use related zoning amendments. He summarized the amendments.

He then discussed County/State related matters:

New York State General City Law requires zoning amendments to be made in accordance with the community's Comprehensive Plan.

Locally related issues discussed: None.

Neil Katzman asked if these zoning amendments will pertain to commercial or residential buildings. Andy explained that the zoning amendment will cover both depending on the zoning

district.

Geoffrey Urda, Senior Planner with the City of Watertown, voiced that the zoning amendment proposed by the city is intended to make city streets more welcoming and appealing. He offered to answer additional questions as they arose.

David Prosser, Chair asked if buildings that do not meet these new zoning law requirements will be found in non-compliance immediately. Geoffrey explained that existing buildings will be grandfathered in and not be required to make changes.

Randy Lake asked if some of the regulations for Electronic Vehicle charging stations in parking lots is a New York State requirement. Andy said no, it was already in the zoning law adopted in 2023. The amendment is relaxing the standard but still requiring them for 30 or more new spaces. With electric vehicles being a priority in the state and having charging stations where the vehicles are parked will assist in the transition to electric vehicle use.

**Motion: To accept staff recommendation to pass a motion of local concern only with comments stated above, made by Richard Nuijens, seconded by John Stano, and carried unanimously, with the exception of Lisa L'Huillier who abstained from voting on this matter.**

## **2. Adams (T) Billy Caprara, Site Plan Review, T Ad 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 proximity to Interstate 81.

He discussed County/State related matters:

A Jefferson County Building Permit may be required.

Locally related issues discussed:

The local board should ensure that if lighting fixtures are proposed that they should be dark sky-compliant and will not negatively affect Interstate 81.

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

## **3. Adams (T) Jefferson Storage, Site Plan Review, T Ad 2 – 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 proximity to US Route 11 and a nearby Agricultural district.

He discussed County/State related matters:

A Jefferson County Building Permit may be required.

Locally related issues discussed:

The local board should consider requiring evergreen trees to provide year-round buffering along the south side of the parcel in order to screen the use from the existing nearby residential properties.

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

#### **4. Adams (T) Seville Development Site Plan Review, T Ad 3 – 25**

Andy presented this project to the Board displaying the locator map, aerial photos, site photos and site plan. The applicant is proposing to construct a Dollar General retail store in proximity to US Route 11.

He discussed County/State related matters:

A New York State DOT Highway work permit will be required.

A Jefferson County Building Permit will be required.

Locally related issues discussed:

The local board should determine the need for landscaping and require additional plantings if warranted.

The proposal includes portions of two adjacent parcels. The subdivision to combine the land into one parcel should be approved and recorded in the Jefferson County Clerk's Office.

The local board should request a photometric plan to be submitted to ensure glare will be minimized onto the public roads and adjacent properties.

The site plan proposed 35 parking spaces while 43 are required by the Town Zoning Law. Therefore, an area variance will be required.

If required, when reviewing the area variance for parking, 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 Town Law.

**Motion: To accept staff recommendation to pass a motion of local concern only with comments stated above, was made by David Prosser, seconded by Lisa L'Huillier, and carried unanimously.**

#### **5. Clayton (V) Village Site Plan Review, V CI 1 – 25**

Andy presented this project to the Board displaying the locator map, aerial photos, site photos and site plan. The applicant is proposing to remove an existing fieldhouse and replace it with a new one in the same location. The reason for review is the proximity to NYS Route 12.

There are no County/State related matters.

There are no locally related issues.

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

**6. Ellisburg (T) Lessee-Birch Creek RNG LLC Special Use Permit, T EI 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 proximity to County Road 79, NYS Route 3, and a NYS Certified Agricultural District. The applicant is proposing an anaerobic digester with bio-gas collection/ processing and handling equipment to produce pipeline quality renewable natural gas.

He discussed County/State related matters:

A Jefferson County Building Permit will be required.

A Jefferson County Highway Work Permit will be required for proposed access onto County Road 79.

A Stormwater Pollution Prevention Plan is required to be submitted to the Town when disturbing one acre or more.

Locally related issues discussed:

Training should be provided to local volunteer fire departments to ensure adequate equipment and suppression methods will be utilized during any potential fire incidents.

Neil Katzman asked if there are safety regulations put into place and a fire prevention plan prepared given the nature of this project. Sam responded the County Code Office has requirements that include Fire Safety and we are not aware of those specific requirements.

John Stano stated that local fire departments should be informed of the existence of the anaerobic digester to be aware of how to handle a situation should one arise.

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

**7. Leray (T) Lundy Development Site Plan Review, T Le 1 – 25**

Andy presented this project to the Board displaying the locator map, aerial photos, site photos and site plan. He explained a Tractor Supply retail store is being proposed with one right-in/right-out only access on US Route 11 as well as an internal access road connection to Freedom Plaza.

He discussed County/State related matters:

A New York State DOT Highway Work Permit will be required.

A Stormwater Pollution Prevention Plan is required to be submitted to the Town when

disturbing one acre or more.

A Jefferson County Building Permit will be required.

Locally related issues discussed:

Andy noted that Town Zoning Law requires an access drive connection to the adjacent parcel on the south side for connectivity along the US Route 11 divided highway.

The local board should require dark sky compliant light fixtures to minimize glare and a photometric plan should be submitted to show light levels on site and near property lines to ensure that Town lighting standards in the zoning law will be met.

Andy noted that the proposed infiltration basin along US Route 11 appears to overlap with part of the proposed sidewalk easement. The local board should request the drainage facilities to be designed and constructed outside of future sidewalk and pedestrian areas.

The local board should require an additional easement for a future sidewalk connection along the new entrance road to US Route 11. To provide a dedicated pedestrian path to the store entrance if/when the sidewalk is constructed.

The local board should consider horse tie-ups on site considering the strong likelihood of Amish customers.

**Motion: To accept staff recommendation to pass a motion of local concern only with comments stated above, was made by David Prosser, seconded by John Stano, and carried unanimously**

## **8. Orleans (T) Jenna Thompson, Site Plan Review/Special Use Permit, T Or 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 proximity to NYS Route 411 and County Road 3. The applicant is proposing to construct a convenience store/ gas station with two fuel canopies and four above ground fuel tanks.

He discussed County/State related matters:

A New York State DOT Highway Work Permit will be required for access onto NYS Route 411.

A Jefferson County Highway Work Permit will be required for proposed access onto County Road 13.

A Jefferson County Building Permit will be required.

The NYS Department of Health should be consulted regarding the wellhead protection area for the two water wells supplying LaFargeville Water District and the HP Hood dairy plant.

A NYS Department of Health Permit will be required for the food service.

A Stormwater Pollution Prevention Plan is required to be submitted to the Town when

disturbing one acre or more.

Locally related issues discussed:

The parcel is split between the Residential and Agricultural and Rural Residential Districts. In the Residential District, above ground storage tanks are not permitted. The applicant would be required to apply for a use variance, a zoning map amendment, or place the storage tanks underground.

The local board should ensure that the recommendations of the local fire chief be considered prior to the approval of the above ground storage tanks.

The local board should ensure that the two signs meet sign regulations in the Town of Orleans Zoning Law.

**Motion: To accept staff recommendation to pass a motion of local concern only with comments stated above, was made by David Prosser, seconded by Jean Waterbury, and carried unanimously, with the exception of Donna Dutton who abstained from voting on this matter.**

OTHER BUSINESS:

Andy Nevin advised the board of the Local Government Conference on April 1<sup>st</sup>, 2025, in Verona NY and encouraged attendance of those who are able.

Adjournment:

Vice Chair Lisa L'Huillier made a motion to adjourn the meeting at 5:13 pm, Seconded by Chair David Prosser.