

MEETING MINUTES

JEFFERSON COUNTY PLANNING BOARD

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

March 25, 2025

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

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

PUBLIC PRESENT: Jaqueline Ramirez & Kayla Schulz both for # C 2 – 25

CALL TO ORDER AND ESTABLISHMENT OF QUORUM: Chairman David Prosser opened the meeting at 4:00 p.m. and stated that a quorum was present.

APPROVAL OF THE FEBRUARY 25, 2025 MEETING MINUTES: The motion was made by Lisa L'Huillier, seconded by Richard Nuijens and carried unanimously.

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

PUBLIC COMMENTS (OTHER THAN AGENDA ITEMS): Chairman David Prosser asked if there were any public comments (other than on agenda items). There were none.

NEW BUSINESS: Andy Nevin reports that there is no new business to share.

A. **General Municipal Law, Section 239m Referrals:**

1. **Watertown (C) Barton & Loquidice, D.P.C. Special Use Permit for a branch bank/office, C 2 – 25**

Sam presented this project to the Board displaying the locator map, site photos, and site plan. He shared that this project is being reviewed because of a “change in use” from the former Walgreens drug store to a financial institution. There are no external changes planned for this bank branch office.

There were no County/State related matters identified.

Locally related issues discussed: The local board should consider requiring the applicant to clean out the surface drainage and underground closed drainage systems and ensure their functionality.

The local board should also ensure that any proposed signage meets the City of Watertown's sign regulations.

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

2. Henderson (T) 8943 NYS Route 3 LLC, Special Use Permit for a bed and breakfast, T He 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 operate 10 bed and breakfast dwellings on the property.

He discussed County/State related matters:

A Jefferson County Building Permit will be required for each housing unit.

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

A review of the proposed septic system will be required through the NYS Health Department.

An agricultural data statement is required due to the adjacent NYS certified Agricultural District to the South.

If an acre or more of soil will be disturbed, a stormwater pollution prevention plan is required.

Locally related issues discussed:

The local board should adopt the applicant-proposed conditions as part of the approval:

1. The applicant will construct no more than ten houses on the property.
2. The overnight capacity of each structure shall not exceed six persons per house.
3. The applicant shall construct no fewer than six stormwater detention ponds or rain gardens.
4. The applicant shall obtain approval from the NYS Department of Health for all Septic facilities on the property.
5. The applicant shall ensure that all lighting on the property is dark sky compliant.

The local board should consider waste removal and recycling facilities.

The local board should require the road and parking areas to be weather resistant material.

The subdivision must be approved by the Town Planning Board and recorded in the County Clerks Office prior to the project's construction.

Neil Katzman asked if the Town of Henderson has adequate water supply and pressure to provide to these establishments and if there are fire hydrants in proximity to them. Andy stated he will add a comment regarding water pressure verification by the town engineer to the response letter.

Motion: To accept staff recommendation to pass a motion of local concern only with comments stated above, was made by Richard Nuijens, seconded by Randy Lake, with one vote opposed and all other members in favor.

3. Watertown (C) Aubertine & Currier, PLLC, Site Plan Review for self-storage buildings, C 3 – 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, a municipal boundary, and NYS Land. The applicant proposes to construct self-storage buildings.

He discussed County/State related matters:

The local board shall notify the Town of Watertown of the public hearing as required by General Municipal Law Section 239nn.

Locally related issues discussed:

There is an area allocated for a future 5-foot-wide sidewalk in the front yard. The local board should consider requiring the applicant to install a sidewalk now in accordance with the City of Watertown's complete Streets Policy and Zoning Ordinance pursuant to Chapter 310, Section 310-12, Paragraph G.

The local board should consider requiring the applicant to provide additional screening along the east side of the parcel where the town houses are located.

The local board should request a photometric plan to be submitted to ensure any potential off-site glare will be minimized on neighbors and public roads.

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

OTHER BUSINESS:

Andy Nevin made mention of the Local Government Conference on April 1st, 2025, in Verona NY. He also asked for input from board members for a potential alternate summer location to hold the County Planning Board meeting. Location sites that the board has previously reviewed or approved were among the recommendations.

Adjournment:

Richard Nuijens made a motion to adjourn the meeting at 4:44 pm, Seconded by Chairman David Prosser.