

**MEETING MINUTES**

**JEFFERSON COUNTY PLANNING BOARD**

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

**November 26, 2024**

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

**STAFF PRESENT:** Andy Nevin, Senior Planner  
Sam Wilson, Assistant Planner

**PUBLIC PRESENT:** None

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

**APPROVAL OF THE September 24, 2024, and October 29, 2024, MEETING MINUTES:** Motion was made by Neil Katzman, seconded by Lisa L'Huillier and carried unanimously.

**COMMUNICATIONS:** Chairman Prosser asked if there were any 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. **LeRay (T), Jessie's Pet Spa, site plan review, pet grooming, T Le 3 - 24**

Sam presented this project to the Board displaying the locator map, aerial photos, and site photos. He pointed out the new addition on the site plan.

He reviewed the county/state related matters:

A Jefferson County Building Permit is required.

Locally related matters:

The local board should require the applicant to show the high-voltage power lines on the site plan. The applicant should contact National Grid to determine easement locations and whether there is a setback for new construction from the power lines.

The local board should ensure that there is an adequate distance between the proposed building and the existing power pole that provides power to the existing building.

The local board should require the applicant to show the parking spaces on the site plan to ensure there is

an adequate number of parking spaces.

Neil Katzman brought up the private septic system leach field location and lines to ensure the existing pipes and system would not be covered up or disrupted by the new addition.

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

**2. Orleans (T), Nicholas Esford, site plan review, heating and cooling business office, T Or 7 – 24**

Andy presented this project to the Board displaying the locator map, aerial photos, and site photos. He also presented the site plan sketch and the LaFargeville map from the Town's Comprehensive Plan that indicates gaps in sidewalk coverage throughout the Hamlet.

He discussed the following County/State related matters:

A Jefferson County Building Permit may be required.

A NYS DOT Highway Work Permit may be required for the change in use. Currently, both the County and State road accesses are wide open. To improve traffic flow and safety, the board should require eliminating the access from County Road 181. Also, the board should require that the access along NY 180 be narrowed and located away from the intersection to reduce potential vehicular conflicts. Vehicular backing movements onto roadways should not be allowed.

A Jefferson County Highway Work Permit will be required.

The local board should request a site plan drawn to scale that includes the state right-of-way and county road right-of-way. Based on the approximate distance between the building and NYS Route 180 the road right of way, it appears the number of parking spaces shown on the sketch plan will not fit as drawn. Based on the recent site visit, it was noted that several vehicles were parked within the County Route 181 right of way.

The local board should require that the on-site parking along CR 181 not be located within the right of way and does not block the sidewalk. The site is located 400 feet from the school and adjacent to a crosswalk, therefore blocking the sidewalk will create a hazardous situation for the children walking to and from school. The Town Comprehensive Plan - 2019 calls for connecting sidewalk gaps and maintaining walkability throughout the hamlet. It appears that the sidewalk was paved over years ago. This sidewalk should be restored or marked.

Locally related issues:

The local board should consider the need for landscaping along the northern side yard adjacent to the residence, per the Town's small commercial criteria.

The Board discussed the existing sidewalk and crosswalk in the area, as well as the potential former sidewalk that existed in the parking area on the site historically. Restoring or marking the sidewalk area and keeping it clear should be a priority for the local board. Snow removal was also discussed. With the Town's Comprehensive Plan including priority for enhancing walkability by closing gaps in sidewalk coverage especially so close to a crosswalk leading to the public school, the members agreed that this site should maintain sidewalk access within the public right of way.

**Motion: To accept staff recommendation to pass a motion of local concern only with comment above,**

**was made by Rick Nuijens, seconded by Randy Lake, and carried unanimously.**

OLD BUSINESS:

Andy Nevin stated that the other members polled who didn't attend the last meeting had no interest in serving as officers. Since the Board Chair and Vice-Chair are both willing to serve another term, motions were entertained.

**Motion: A motion to renew David Prosser's term as Chair and Lisa L'Huillier's term as Vice Chair, was made by Rick Nuijens, seconded by John Stano, and carried unanimously. So their two year terms are renewed.**

Adjournment

Lisa L'Huillier made a motion to adjourn the meeting at 4:35 pm., seconded by David Prosser, and unanimously carried.