

MEETING MINUTES

JEFFERSON COUNTY PLANNING BOARD

Watertown International Airport

April 30, 2024

MEMBERS PRESENT: David Prosser, Chairman, Randy Lake, Donna Dutton, Jean Waterbury, Rick Nuijens, John Stano, Lisa L'Huillier Ruggiero, Neil Katzman

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

PUBLIC PRESENT: none

CALL TO ORDER AND ESTABLISHMENT OF QUORUM: Chairman Prosser opened the meeting at 4:02 p.m. and stated that a quorum was present.

APPROVAL OF THE March 26, 2024 MEETING MINUTES: Chairman Prosser asked members if they had any comments or changes to the March 26, 2024 meeting minutes. A motion to accept the meeting minutes was made by David Process, seconded by Rick Nuijens, 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. **Brownville (T), Network Towers, LLC, Special Use Permit, 195 foot cell tower, T Br 1-24**

Sam presented this project to the board displaying the locator map, aerial photo, and site plan.

He discussed the following County/State related matters.

A Jefferson County building permit is required.

An FAA Form 7460-1 (Notice of Proposed Construction or Alteration) is required to ensure the heights of the cellular tower and any construction equipment do not impact Watertown International Airport's Part 77 imaginary surfaces.

He then discussed local issues.

The local board should require that the applicant submit a SEQR document and complete a

visual environmental assessment form (visual EAF addendum).

The local board should ensure that the applicant provides a report inventorying all existing tall structures within a reasonable distance of the proposed site. Furthermore, the report highlights the facility's necessity for being in the location with a radio frequency coverage map of the area.

The local board should determine that the setback for the tower meets 110 percent of the tower's height. It appears that the setback is not met when calculating the height of the tower, which is 195 feet, and the 4-foot lightning rod on top of the tower. If the 4-foot lightning rod is included in the tower's total height, then the front setback of the tower should be at least 218.9 feet. Therefore, the location of the tower would need to be adjusted or the applicant would need an area variance for the tower's height.

An Agricultural Data Statement is required since the property is located within 500 feet of a farm operation within an NYS Certified Agricultural District.

The local board should ensure that the applicant meets the Town's minimum height requirement of 8 feet for a cellular tower fence. The applicant is proposing a fence of only 6 feet.

2. Brownville (T), St. Lawrence Seaway Cellular Partnership, Special Use Permit, 195 foot cell tower, T Br 2 – 24

Sam presented this project to the Board displaying the locator map, aerial photo, and site plan.

He discussed the following County/State related matters.

A Jefferson County building permit is required.

An FAA Form 7460-1 (Notice of Proposed Construction or Alteration) is required to ensure the heights of the cellular tower and/or any construction equipment do not impact Watertown International Airport's Part 77 imaginary surfaces.

He then discussed locally related issues.

The local board should ensure that the applicant provides a report inventorying all existing tall structures within a reasonable distance of the proposed site.

An Agricultural Data Statement is required since the property is located within 500 feet of a farm operation within an NYS Certified Agricultural District.

3. Cape Vincent, Stacy Richards, Child Day Care Center, Special Use Permit, T CV 1 - 24.....

Sara presented this project to the Board displaying the locator map, aerial photo, and site plan.

She discussed the following County/State related matters.

A Building Permit is required from Jefferson County Code Office.

A Highway Work Permit is required from Jefferson County Highway Department.

A Stormwater Pollution Prevention Plan is required if total disturbance is equal to or greater than one acre.

The parcel is located within 500 feet of the Village of Cape Vincent. The local board shall notify the Village of its public hearing in accordance with NYS General Municipal Law Section 239nn.

The childcare center requires licensing from the NYS Office of Children and Family Services.

She then discussed local matters.

The Zoning Law does not specify a required number of parking spaces for childcare centers. The local board should ensure the parking provided is adequate for the proposed use and its staff.

Landscaped buffering is required when a commercial use is adjacent to a residential use. The local board should request vegetation or planting detail for the buffer zone to ensure the home located to the west is adequately screened.

The proposed day care center will be located on a lot that has yet to be created. The local board should require a subdivision be reviewed and approved prior to issuing any zoning permit for construction.

An Environmental Assessment is required to be submitted so the Town can conduct its review pursuant to SEQR.

The Board asked whether public water will be utilized by the Day Care Facility. Sara said it did not appear to have public water. Subsequently (after the meeting), Sara confirmed there is public water available.

4. Town of Orleans, On the River Construction, Special Use Permit, multi-tenant building, T Or 2 - 24.

Sara presented this project to the Board displaying slides showing the locator map, site photos and the site plan.

She discussed the following County/State related matters.

A Building Permit is required from the Jefferson County Code Office.

A Highway Work Permit may be required if there are changes to the existing driveway onto NYS Route 12.

The site is located on the Great Lakes Seaway Trail, a NYS Scenic Byway. The local board should ensure that the landscaping is adequate along the highway.

She then discussed the following local issues.

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

Any proposed lighting should be designed so it doesn't negatively impact the State highway

Motion: To accept staff recommendation to pass a motion of local concern only for project 4 was made by David Prosser, seconded by Rick Nuijenes and carried. Donna Dutton abstained.

5. Rodman, Special Use Permit, Site Plan Review, BnB/short term rental, T Ro 1-24

Sara presented this project to the Board displaying the locator map, aerial photo, and site plan.

She stated that a Residential Driveway Permit from NYSDOT is required if there are changes to the existing driveway.

She then discussed the following local issues.

The local board should ensure the parking area is adequate for the anticipated number of guests and any potential snowmobile trailers.

The exterior lighting should be dark sky compliant.

The local board should ensure that the applicant provides trash removal services to any tenants.

Motion: To accept staff recommendation to pass a motion of local concern only for projects 1, 2, 3 & 5 was made by David Prosser, seconded by Donna Dutton and unanimously carried.

The Board discussed potential options for summer sites to conduct meetings. The staff will research viable locations as scheduling allows.

Adjournment

Lisa made a motion to adjourn the meeting at 4:50 pm., seconded by David Prosser, unanimously carried.