

**MEETING MINUTES**

**JEFFERSON COUNTY PLANNING BOARD**

**Second Floor Conference Room – County Office Building**

**August 27, 2024**

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

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

**PUBLIC PRESENT:** none

**CALL TO ORDER AND ESTABLISHMENT OF QUORUM:** Vice-Chair Ruggiero opened the meeting at 4:02 p.m. and stated that a quorum was present.

**APPROVAL OF THE July 30, 2024, MEETING MINUTES:** Vice-Chair Ruggiero asked members if they had any comments or changes to the July 30, 2024, meeting minutes. A motion to accept the meeting minutes was made by Neil Katzman, seconded by Jean Waterbury, and carried unanimously.

**COMMUNICATIONS:** Vice-Chair Ruggiero asked if there were any communications. Andy said no.

**PUBLIC COMMENTS (OTHER THAN AGENDA ITEMS):** Vice-Chair Ruggiero 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. **Town of Alexandria, site plan review and area variance, boat and vehicle storage buildings, T AI 4, 4a - 24**

Andy presented this project to the Board displaying the locator map, aerial photos, and site photos. He discussed the current entrance and how the application describes a new driveway accessing the proposed buildings along the south of the current building using the same curb cut on County Road 1.

In reviewing the area variance for the side yard setback nearest the residential property line, 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.

Locally related matters:

The local board should require the gravel vehicular circulation area to be shown on the site plan that will access the proposed storage buildings.

The local board should request the lighting fixtures be indicated on the site plan to ensure potential glare onto the neighboring properties and public roads will be minimized.

The local board should determine whether buffering should be required to screen the adjacent residence.

The zoning law allows the planning board to use discretion whether screening will be required from adjacent residential parcels.

Neil Katzman questioned whether drainage was addressed. Andy said no, it wasn't so that comment would be added to the letter.

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

2. Clayton (T), Town of Clayton, zoning amendment to clarify agriculturally related uses, T Cl 2 – 24

Sam presented this project to the Board describing and displaying a summary of the agricultural amendments related to hobby horse uses.

He discussed the following County/State related matter; NYS Town Law requires zoning amendments to be made in accordance with a Comprehensive Plan.

Locally related issues discussed:

The local board should provide a purpose statement for the zoning amendment.

The Town should be consistent with the terms being used. The local board should consider using the term agricultural use in Schedule A and B instead of the term Equestrian Use and Equestrian structures, which are not defined. The agricultural use definition was revised to include horses.

Under the Special Regulations, the local board should consider whether requiring a 100-foot setback for structures related to agricultural uses is necessary. Currently, structures pertaining to livestock and/or poultry require a 50-foot setback.

Currently, there are no required fencing setbacks for agriculture.

Lastly, the local board should consult with their Town Attorney about the language to be added in chapter 235-8 (A). Planning boards cannot apply regulations at their discretion.

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

3. Hounsfield (T), Patrick Green, 2.4 MW solar energy facility, site plan review, T Ho 2 - 24

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

He discussed County/State related matters.

A Jefferson County Building Permit is Required.

A NYS DOT Highway Work Permit is required for proposed access onto NYS Route 3.

He discussed the following locally related issues:

The local board should require that the existing vegetation along NYS Route 3 remains to the maximum

extent as possible.

The local board should require the applicant to submit a glare hazard analysis to the Director of Aviation for the Watertown International Airport.

**Motion:** To accept staff recommendation to pass a motion of local concern only for the project was made by Rick Nuijens, seconded by Randy Lake, and carried.

**4. Lyme (T), Town of Lyme, moratorium on solar energy facilities, T Ly 2 - 24**

Sam presented the twelve-month moratorium on solar and battery energy facilities.

He discussed County/State related matters.

The local board should ensure the proposed moratorium meets NYS Department of State's criteria for land use moratoria prior to adoption:

- 1) Have a reasonable time frame as measured by the action to be accomplished during the term;
- 2) Have a public purpose justifying the moratorium;
- 3) Address a situation where the burden imposed by the moratorium is shared by the public at large;
- 4) Strictly adhere to the procedure for adoption laid down by the enabling acts;
- 5) Have a certain time-frame when the moratorium will expire.

**Motion:** To accept staff recommendation to pass a motion of local concern only for the project was made by Jean Waterbury, seconded by John Stinson, and carried.

**5. Watertown (C), Washington Street Properties, PDD amendment to allow self-storage, C 3 - 24**

Andy presented this project to the Board displaying the locator map, aerial photos, and site photos. The applicant proposes to amend PDD #1 to allow self-storage uses.

He discussed County/State related matters.

NYS City Law requires zoning amendments to be made in accordance with a Comprehensive Plan.

Andy then discussed locally related issues:

If the project proceeds with a site plan review, the local board should request information regarding security lighting and signage to ensure any potential offsite glare will be minimized on neighbors and public roads.

In addition, the City's Complete Streets guidelines should be consulted regarding the potential need for pedestrian pathways such as sidewalks and/or crosswalks.

Neil Katzman asked whether they addressed drainage on the site plan. Andy responded, yes, within the bioretention area along the southern edge of the property.

**Motion:** To accept staff recommendation to pass a motion of local concern only for the project was made by Neil Katzman, seconded by John Stano, and carried. Lisa abstained from the vote.

6. Watertown (T), Next Step Floral Designs, area variance for building addition, T Wa 6 - 24

Andy presented this project to the Board displaying the locator map, aerial photos, site photos and site plan submitted. The applicant proposes to construct a 24 by 34 foot addition to the rear of their existing business.

He discussed County/State related matters.

In reviewing the area variance request, the local board should consider and weigh the five tests for an area variance, as stated in NYS Town Law.

Andy then discussed locally related issues:

If the project proceeds with a site plan review, the local board should request the proposed building addition be drawn to scale on a site plan as well as any additional lighting and/or parking related to the new building entrance.

Neil Katzman asked whether they addressed drainage on the site plan. Andy responded, no they didn't appear to and that a drainage comment would be included in the response letter sent to the local board.

**Motion: To accept staff recommendation to pass a motion of local concern only for the project was made by Rick Nuijens, seconded by Neil Katzman, and carried. Jean Waterbury abstained from the vote.**

Andy reminded the Board that at the next meeting will be held at the City Council Chambers. City Planning will present an update regarding the Downtown DRI projects.

Also, Andy reminded the Board that a local training session for local boards, zoning officers, and County Planning Board members will be held in September at JCC, on Tuesday, September 24<sup>th</sup> from 6:30 to 8:30pm.

Adjournment

Neil made a motion to adjourn the meeting at 5:05 pm., seconded by John Stano, and unanimously carried.