

MEETING MINUTES

JEFFERSON COUNTY PLANNING BOARD

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

June 24, 2025

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

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

PUBLIC PRESENT: None

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 April 29, 2025 MEETING MINUTES: The motion was made by Neil Katzman, seconded by Lisa L'Huillier 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. Alexandria (T) Town of Alexandria Comprehensive Plan, T AI 2 – 25

Andy presented this project to the Board. He shared a printout of the comprehensive plan with the members and reviewed visuals illustrating the plan vision, topic goals, land use goals and recommendations, as well as sustainable growth and farmland protection that are included in the plan.

He also discussed the other initiatives and priorities in the Plan demonstrating the depth of coverage in the Town regarding townwide, hamlet, infrastructure, housing, transportation, signage and marketing priorities and needs found throughout the Plan.

He discussed County/State related matters:

The Town utilized a community survey, three public meetings, and a public hearing to gather

input.

Strategic land acquisition, a branding initiative, municipal signage plan, and tourism expansion were highlighted. Other priorities for housing initiatives, workforce development, infrastructure enhancement and façade restoration were outlined.

Priority for and consideration of agricultural uses is included in the Comprehensive Plan, consistent with NYS Town Law, Section 272-a, 3. Paragraph d. However, NYS Agricultural and Markets Law, Article 25. The Town Plan also sets a priority regarding farm viability and prime agricultural soils. In the future, the Town should consider protection for priority for agricultural soils in the Town as they pertain to large scale commercial solar development projects.

Locally related issues discussed:

The Town Board should ensure that implementing the vision, goals, and recommendations will be a priority during respective local board reviews. Zoning amendments should be prioritized as future implementation steps to maintain consistency with the Comprehensive Plan.

Motion: To accept staff recommendation to pass a motion of approval based on the positive impacts that sound planning will have on the future development of the Town and adjacent municipalities, made by David Prosser, seconded by Jean Waterbury, and carried unanimously.

2. Alexandria (T) Aubertine & Currier Site Plan Review, T AI 3/3a - 25

Andy presented this project to the board, displaying the locator map, aerial photos, site photos, and site plan. The applicant is proposing to display modular homes for retail sales. The Board is reviewing the project due to its proximity to NYS Route 12.

He discussed County/State related matters:

A New York State DOT Highway work permit will be required. Access to New York State Route 12 should be narrowed in accordance with state commercial driveway standards.

Drainage improvements should be considered due to the increase in impervious surfaces to ensure stormwater runoff will not impact New York State Route 12.

Locally related issues discussed:

Due to the impervious surface increase resulting from three modular home units/ concrete pads, the local board should require stormwater management facilities that are reviewed by the Town engineer.

The local board should ensure any proposed lighting will minimize glare onto neighboring properties and public roadways.

Proposed signage must meet the Town sign standards, including the front yard setback from the right-of-way from both Otter Street and New York State Route 12.

Any outdoor storage should be screened to limit visibility within 200 feet of nearby residential structures.

Three lots should be combined to eliminate any property line encroachment by the structures and potential setback conflicts.

3. Cape Vincent (V) Todd & Robert Ewing Site Plan Review, V Cape Vincent 1 – 25

Andy 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 a change in use. The Board is reviewing the project due to its proximity to NYS Route 12E.

He discussed County/State related matters:

A Jefferson County Building Permit will be required for any interior renovations.

Locally related issues discussed:

The local board should request clarification on the number of 2nd floor residential units, square footage, and type or retail use proposed.

A more detailed site plan should be submitted, indicating parking spaces for the retail and residential units. Although on-street parking may be utilized, the local board should ensure an adequate number of spaces will be available during the winter months.

4. Leray (T) Timothy Garner Area Variance, T Le 3 – 25

Sam presented this project to the board, displaying the aerial locator map, aerial photos, site photos, and site plan. The Board is reviewing the project due to its proximity to US Route 11.

He discussed County/State related matters:

The Local board should ensure that the applicant provides verification from the New York State Department of Transportation that the proposed off-premises sign will not be in violation of any state regulations at its proposed location, which shall be submitted with the sign permit application. Otherwise, the sign permit application is considered incomplete according to the Town of LeRay's Zoning Law.

If the Town approves the Area Variance, a New York State Department of Transportation Outdoor Advertising Application and Permit & Agreement of Consent to Erect and Maintain an Advertising Sign forms are required. The Local Municipality Certification should be filled out by an official from the Town of LeRay.

The New York State Department of Transportation will have to determine if the proposed location of the off-premises sign is advertising in an area that is considered industrial or commercial areas or zones.

A Jefferson County Building Permit will be required.

State regulated wetlands have been identified near the project area and the applicant should delineate the wetlands on the parcel; in addition, New York State DEC should be contacted to

ensure whether any applicable requirements such as the 100' buffer setback will be met.

Locally related issues discussed:

The local board should consider that if this area variance is approved, it will establish a precedent of having off-premises signs greater than 32 square feet as well as allowing billboards along US Route 11.

It appears the off-premises sign does not meet the Town height limit. The local board should ensure the height of the sign is also included in the area variance to ensure it will not exceed the height limit.

The local board should ensure the required front yard setback is met by the proposed location.

5. Pamela (T) Jefferson Concrete Corporation Site Plan Review, T Pa 3 - 25

Sam presented this project to the board, displaying the aerial locator map, aerial photos, site photos, and site plan. The project is being reviewed due to proximity to County Road 51. The applicant is proposing to install a ground mounted solar PV array for onsite energy use.

He discussed County/State related matters:

A Glint and Glare report should be requested by the Town to determine any potential impacts on arrivals and departures at the Waterown International Airport and the Director of Aviation should be consulted.

There were no locally related issues identified.

Chairman David Prosser asked if there was battery storage proposed. Sam advised the board that there are no batteries and that the function of the array is for onsite energy use only.

6. Pamela (T) Roy Johnson Site Plan Review, T Pa 4 – 25

Sam presented this project to the board, displaying the aerial locator map, aerial photos, site photos, and site plan. The project is within 500 feet of a New York State Certified Agricultural District and is in proximity to County Road 16. The applicant is proposing to construct a horse barn for personal use.

He discussed County/State related matters:

The project is within 500 feet of a New York State Certified Agricultural District; thus an Agricultural Data Statement is required.

Locally related issues discussed:

The Local Board should ensure that the storage of animal waste is not located within 100 feet of a well. The location of animal waste storage is not shown on the site plan.

Neil Katzman asked if the manure storage is also far enough away from neighboring wells. He expressed concern about possible groundwater contamination. Sam said neighboring wells

aren't identified on the site plan.

Motion: To accept staff recommendation to pass a motion of local concern only with comments stated above, for projects 2-6, was made by David Prosser, seconded by Richard Nuijens, and carried unanimously.

7. Watertown (C) Entitlements Brew Team New York, LLC Site Plan Review, C 8 – 25

Sam presented this project to the board, displaying the aerial locator map, aerial photos, site photos, and site plan. The applicant is proposing a drive-thru only coffee shop. The project is in proximity to NYS Route 3. He said the project is located where a car wash was previously proposed.

He discussed County/State related matters:

A New York State DOT Highway Work Permit is required for the proposed access on to New York State Route 3. In addition, NYS DOT has specific requirements for traffic impact studies. Therefore, any traffic study should be coordinated with NYS DOT to ensure any potential traffic safety measures can be incorporated into the project construction phase.

The proposed coffee bar requires a permit from the New York State Department of Health.

Locally related issues discussed:

The local board should verify the accuracy of the dimensions of the remote cooler and storage. The project narrative states the remote cooler and storage size is 388 square feet, but the site plan indicates that it is 410 square feet.

The local board should ensure that the applicant meets ground floor transparency for the front façade and the corner side façade for the Commercial District.

The local board should ensure that any proposed lighting meets lighting regulations, and that any proposed signage meets the sign regulations in the City of Watertown's Zoning Ordinance.

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, with the exception of Neil Katzman who recused himself from voting on this matter.

OTHER BUSINESS: There was no other business discussed.

Adjournment:

Lisa L'Huillier made a motion to adjourn the meeting at 4:48 pm, seconded by Richard Nuijens.