

## MEETING MINUTES

### JEFFERSON COUNTY PLANNING BOARD

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

July 29, 2025

MEMBERS PRESENT: David Prosser, Chairman, Lisa L'Huillier, Vice-Chair, Donna Dutton, Richard Nuijens, John Stinson, Neil Katzman.

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

PUBLIC PRESENT: Chad and Kenneth Stevens – Antwerp cement project

CALL TO ORDER AND ESTABLISHMENT OF QUORUM: Chairman David Prosser opened the meeting at 4:03 p.m. and stated that a quorum was present.

APPROVAL OF THE June 24, 2025 MEETING MINUTES: The motion was made by Neil Katzman, seconded by John Stinson and carried unanimously.

COMMUNICATIONS: Chairman David Prosser asked if there were any communications. Andy noted we received a letter of gratitude from the Town of Alexandria for the insight and assistance provided by the Board for the updated Comprehensive Plan.

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. Antwerp (T) Chad Stevens Versatile Concrete Mixing LLC Special Use Permit, T An 1 – 25

Andy presented this project to the Board. He shared the aerial locator map, aerial photos, site photos, and the site plan. This project is being reviewed due to its proximity to US Route 11. The applicant is storing stone and sand to load into a volumetric cement truck on-site. It was noted that the materials are not prepared on-site. The applicant had stated that the volumetric truck mixes the precise quantities of materials needed upon reaching the specific jobsite.

He discussed County/State related matters:

The New York State Department of Transportation should be contacted regarding a driveway work permit for the new use and entrance construction within the right-of-way.

Locally related issues discussed:

The local board should determine whether the use is permitted in the zone, as it does not appear to be defined in the zoning law.

A zoning board of appeals (ZBA) interpretation may be needed, as a cement plant or cement material storage and assembly is not specifically defined. The closest defined use could be “industrial” or “light industrial uses”; otherwise, the closest use is “manufacturing plant”. None of those uses are allowed in the AR Zoning District. If the use is determined to be light industrial or manufacturing plant/operation, it would be allowed in the Industrial District (Floating).

The local board should consider requiring delivery and cement trucks to only turn around on-site to avoid vehicle conflicts on US Route 11.

The local board should consider when the loading of materials onto delivery trucks will occur to ensure any potential noise will only occur during normal business hours.

The project representative, Chad Stephens, stated the trucks turn around on the property, as opposed to backing into or off the site.

Neil Katzman asked if there was a drainage plan to prevent runoff onto US Route 11. Andy said no drainage plans were included, as the current access is an existing shared residential driveway for two houses, one house on each parcel and this part of the site was used as part of the farming operation as a staging area for hay each season, as evidenced by the aerial photography.

David Prosser asked where the water used to mix the cement comes from. Currently the water comes from the applicant’s home water supply.

**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.**

## **2. Cape Vincent (V) Tracey Kraft Site Plan Review, V CV 2 - 25**

Sam presented this project to the Board, displaying the locator map, aerial photos, site photos, and site plan. The applicant is proposing to operate an art studio in an existing storage shed. The Board is reviewing the project due to its proximity to NYS Route 12E.

There were no County/State related matters identified.

Locally related issues discussed:

The local board should ensure that there is adequate parking for the designated use in the commercial district pursuant to Article 5, Section 5.4.

## **3. Lyme (T) Kurtis Bennett Special Use Permit, T Ly 1 – 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 due to its proximity to NYS Route 12E and a NYS Certified Agricultural District.

He discussed County/State related matters:

A Jefferson County Building Permit is required.

The New York State Department of Transportation should be consulted for the change of use and additional traffic on NYS Route 12E. The applicant has yet to fulfill the condition of the original NYS DOT Highway work permit.

A New York State Department of Health permit will be required for the 60 proposed cabins, existing and proposed septic systems, and campground water system.

Federal wetlands have been identified on the site plan near the project area. Therefore, the applicant should delineate the wetlands and contact the US Army Corps of Engineers to ensure that appropriate requirements will be met.

Since the overall disturbance is equal to or greater than one acre, a DEC Stormwater Pollution Prevention Plan (SWPP) will need to be completed.

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

Locally related issues discussed:

Commercial campgrounds are not permitted in the Waterfront District pursuant to Article IV, Section 412, Use Schedule in the Town Zoning Law. The applicant may apply for a use variance for the five proposed cabins.

According to Article V, Section 520, Paragraph G, the local board should require the applicant to provide pedestrian walkways to connect cabins to the parking areas, event center, and waterfront facilities.

The local board should ensure that the applicant label and provide the storm water and drainage facilities on the site plan to ensure that there is adequate drainage pursuant to Section 520, Paragraph H.

In accordance with Article VI, Section 610, Paragraph A (1), the local board should ensure that there are enough parking spaces and that they meet the dimensional standard of 9 by 20 feet. The number of spaces shall be based on gross leasable area or gross floor area, which is not indicated on the site plan or in the application pursuant to Section 610, Paragraph A (3).

Existing lights are shown on the drawing along the entrance road. However, within the proposed cabin areas, they should be identified to ensure adequate lighting is provided.

Richard Nuijens asked for clarification on the 5 cabins proposed in the waterfront district. They are not an allowed use in that zone.

#### **4. Rodman (T) Town of Rodman Comprehensive Plan Update, T Ro 1 – 25**

Sam presented this project to the Board, it is a full update to the Town Comprehensive Plan. He discussed the positive impacts that sound planning practices will have on the future development of the town and adjacent municipalities.

Locally related issues discussed:

The Local board should consider adding a specific vision statement in the comprehensive plan.

The local board should also consider the following items:

1. Adding maps that identify priority soils and wetlands.
2. New York State DEC regulated wetlands will decrease from 12.4 acres to 7.4 acres in January of 2028. Consideration should be made to note this change.
3. Expanding on the potential negative impacts of solar and how it impacts the Town.
4. On page 30, consider using the term Accessory Dwelling Units (ADU).
5. On page 31, consider using the term property maintenance rather than blighted properties.
6. Identifying scenic views that are mentioned in the narrative.
7. Defining experiential agriculture and agritourism.

The plan should refer to the New York State Snowmobile Trail System with trails through the Town. The Barnes Corners Sno Pals Club maintains the trail system within Rodman, Wilna, and Worth. Their system connects to 85 miles of trail in and around Rodman, connecting to the Adirondacks to the east and Oswego County trails to the south.

Neil Katzman asked about the DANC landfill and how it will be affected by this plan update.

In the section discussing the Tug Hill Reserve Act, “Special Areas” under policies #6 states that landfills should be prohibited townwide. The local board should address the DANC landfill in the comprehensive plan, as it has operated there since 1992. The plan should weigh the benefits and/or challenges for the community and highlight that the DANC landfill is an asset for the tri-county region for the disposal of non-hazardous waste.

**Motion:** The board was unable to establish a quorum for this project and therefore no motion was made. John Stinson recused himself from voting on this matter.

#### **5. Watertown (C) Geoffrey McIntyre Use Variance, C 9 – 25**

Andy 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 NYS Route 3.

He discussed County/State related matters:

The Zoning Board of Appeals (ZBA) should only approve a use variance after the applicant submits documentation to the board that applicable zoning regulations and restrictions have caused unnecessary hardship.

Locally related issues discussed:

The local board should consider requiring the charging stations to be located somewhere else on the site beyond the front yard within the parking area, with consideration to have the spaces painted and marked as EV parking only.

For a Use Variance to be granted, all the tests found in New York State City Law for the variance must be satisfied prior to approval.

**Motion:** The board was unable to establish a quorum for this project and therefore no motion was made. Neil Katzman recused himself from voting on this matter.

#### **6. Watertown (C) Randolph Soggs Use Variance, C 10 - 25**

Andy presented this project to the Board, displaying the aerial locator map, aerial photos, site photos, and site plan. The applicant is proposing to operate an indoor self-storage facility. The Board is reviewing this project due to its proximity to New York State Routes 3 & 12.

He discussed County/State related matters:

For a use variance to be granted, all the tests found in the NYS City Law for the variance must be satisfied prior to approval.

Locally related issues discussed:

The Local Board should ensure that any proposed signage or proposed lighting meets the City Zoning Ordinance requirements.

**Motion:** The board was unable to establish a quorum for this project and therefore no motion was made. Neil Katzman recused himself from voting on this matter.

#### **7. Watertown (T) E Hermann Enterprises LLC The Scrub Hub Site Plan Review, T Wa 3 – 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. The project is in proximity to

He discussed County/State related matters:

A Jefferson County Building Permit is required.

There were no locally related issues discussed.

#### **8. Watertown (T) Davidson Management Group Area Variance, T Wa 3 – 25**

Andy presented this project to the board, displaying the aerial locator map, aerial photos, site photos, and site plan. The applicant has installed 4 EV charging stations. This project is being reviewed due to its proximity to US Route 11.

He discussed County/State related matters:

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

Locally related issues discussed:

The local board should consider requiring the charging spaces to be painted and marked as EV parking only.

Richard Nuijens asked if the car wash will still be operable with cars parked perpendicular to the charging station in the EV charging spots. Based on the aerial photograph, members thought there should be adequate room.

**Motion: To accept staff recommendation to pass a motion of local concern only with comments stated above, on projects 2, 3, 8, and 9, was made by Neil Katzman, seconded by Richard Nuijens, and carried unanimously.**

**B. Intergovernmental Reviews:**

2025 – 3 The City of Watertown is seeking funding to upgrade its water treatment plant to meet current regulatory standards for its drinking water to serve the City of Watertown, Fort Drum and surrounding communities.

Chair David Prosser stated that the board should send a letter of support on this matter. The Board resolved to support the project.

OTHER BUSINESS: Andy Nevin announced to the members that in August there will be a remote meeting held at the Jefferson County Economic Development office on Starbuck Avenue in Watertown.

Adjournment:

Lisa L'Huillier made a motion to adjourn the meeting at 5:03 pm, seconded by Richard Nuijens.