

MEETING MINUTES

JEFFERSON COUNTY PLANNING BOARD

**Jefferson County Economic Development Office, 800 Starbuck Avenue.
Building B, Conference Room**

August 26, 2025

MEMBERS PRESENT: David Prosser, Chairman, Lisa L'Huillier, Vice-Chair, Donna Dutton, Neil Katzman, John Stano, Jean Waterbury, Jon Storms.

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

PUBLIC PRESENT: Connor Chawgo (GYMO/ Circle K), Pat Scordo (GYMO/ Circle K)
Ryan Aubertine (Carthage Savings Bank), Catherine Ward (Town of Lyme Solar), Julie Grieco (Town of Lyme Solar), Deanne Lothrop (Town of Lyme Solar), Chris Barboza (Tug Hill Commission), Jack Spry (Watertown Power Sports) Jay Matteson (JCED), Marshall Weir (JCED)

CALL TO ORDER AND ESTABLISHMENT OF QUORUM: Chairman David Prosser opened the meeting at 3:57 p.m. and stated that a quorum was present.

APPROVAL OF THE July 29, 2025 MEETING MINUTES: The motion was made by Lisa L'Huillier, seconded by Donna Dutton, and carried unanimously.

COMMUNICATIONS: Chairman David Prosser asked if there were any communications. There were none.

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 aside from 239m Referrals.

A. **General Municipal Law, Section 239m Referrals:**

1. Watertown (T) Briad Development LLC, Site Plan Review, T Wa 6 – 25

Andy presented this project to the Board. He shared the locator map, aerial photos, site photos, and the site plan. This project is being reviewed due to its proximity to New York Route 12F and County Route 196. The applicant is proposing to construct a Circle K convenience store with two restaurants.

He discussed County/State related matters:

A New York State Department of Transportation Highway Work Permit is required for the

proposed access from New York State Route 12 and any work within the state right of way.

A Jefferson County Highway Work Permit is required for the proposed two access points onto County Route 196.

The applicant should complete the FAA Form 7460-1 (Notice of Proposed Construction or Alteration) as the project site and pole signs are located within the geographic boundaries of the Watertown Municipal Airport's FAA Part 77 Imaginary Surfaces for flight approaches and takeoffs. Timing and use of a crane to install the pole signs should also be documented during the FAA Form 7640-1 process.

Any proposed lighting should incorporate dark sky compliant fixtures, to limit potential glare impacts for pilots on approach to the Watertown International Airport. The photometric plan should be used to assist the local board in gauging any potential light impacts. It was noted that several areas of the site plan appear to be brighter than the Town standards of 1.0 footcandle in parking areas and 2.0 footcandles at intersections. The brightest areas are underneath the fuel canopy at greater than 40 footcandles and near the fuel canopy with rating of 20 footcandles and above, according to the photometric plan.

Locally related issues discussed:

The local board should request the snow storage areas be indicated on the site plan.

David Prosser asked for a follow up to ensure the FAA Form 7460-1 is completed and, if possible, to acknowledge the results of such with the Board once received.

2. Watertown (T) Briad Development LLC Area Variance, T Wa 6a - 25

Andy presented this project to the Board, displaying the locator map, aerial photos, site photos, and site plan. The applicant is requesting a height variance for a 70-foot pole sign and a 23-foot pole sign at the location of the newly proposed Circle K.

He discussed County/State related matters:

The applicant should complete the FAA Form 7460-1 (Notice of Proposed Construction or Alteration) as the project site and pole signs are located within the geographic boundaries of the Watertown Municipal Airport's FAA Part 77 Imaginary Surfaces for flight approaches and takeoffs. Timing and use of a crane to install the pole sign should also be documented during the FAA Form 7640-1 process.

In reviewing the area variance request, the local board should consider and weigh the five tests for an area variance, as stated in the NYS Town Law 267-b.

Locally related issues discussed:

The Board noted that the three proposed pole signs exceed the Town's area limit standards for free standing signs on the respective frontages. Additional area variances regarding their proposed dimensions may be necessary and will be stated in the letter being returned to the Town.

Motion: To accept staff recommendation to pass a motion of local concern only with

comments stated above, for projects 1 and 2, was made by David Prosser, seconded by Lisa L'Huillier. Jean Waterbury recused herself from voting on this matter, all other members present were in favor.

3. Watertown (C) Mark Tompkins Site Plan Review, C 11 – 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 the New York State Office Building. The applicant is proposing to demolish an existing building and construct a new two-story bank building with drive-through accessibility.

There were no County/State related matters.

Locally related issues discussed:

The local board should consider that the drive-through lanes are listed as a special use permit in the City of Watertown's Zoning Ordinance.

The local board should ensure that any proposed sign meets the sign regulations for the City of Watertown's Zoning Ordinance.

According to the photometric plan, the light trespass over the property line exceeds the footcandle limit at the southeastern portion of the site pursuant to Article VIII, Section 310-84, Paragraph C (2).

The local board should ensure that any proposed outdoor lighting is fully shielded to prevent direct glare and/or light trespass.

Motion: To accept staff recommendation to pass a motion of local concern only with comments stated above, was made by David Prosser, seconded by Jean Waterbury, and carried unanimously.

4. Lyme (T), Town of Lyme Zoning Amendment, T Ly 2 – 25

Sam presented this project to the Board, it is a replacement to the existing Town Solar Law. He shared the purpose and intent of the solar law with the board and outlined the objective of the updated solar law which included creating synergy with solar development and still protecting historic and rural character of the Town.

He discussed County/State related matters:

The Local board should consider adding language that would require a glare hazard analysis for projects larger than Tier 1, to identify potential glare impact for pilot maneuvers in and around the Watertown International Airport and nearby receptors, such as roadway drivers and residents.

New York State Law requires all zoning amendments to be made in accordance with a Comprehensive Plan. The local board should ensure that this amendment is consistent with any current plans and the vision of the Town.

Locally related issues discussed:

The proposed Solar Law does not permit installations with nameplate capacity exceeding 25 kW in any zoning district within the Town of Lyme. This may potentially impact businesses and/or farmers who are trying to offset their power use on site, which can be no more than 110% of their usage. The local board should consider allowing for a greater nameplate capacity with Tier 1 systems for on-site consumption only.

The Local board should consider the following:

1. Tier 2 and 3, the setbacks may be deemed unduly restrictive. The local board should consider greater screening to reduce the visual impacts, rather than greater setbacks.
2. On page 22, Tier 2 has conflicting size requirements compared to the definition of Tier 2 on page 9
3. In the section on System Operations, the language only applies to Tier 1 and 3 Solar Energy Facility projects. The local board should consider adding Tier 2 to this section.

A Safety and Fire Safety Compliance Plan should be a section that the local board considers adding to the Solar Law.

The local Board should complete a SEQR form.

Lisa L'Huillier asked if battery storage was mentioned in the Solar Law. Sam said that it is defined as allowed up to 100 kW.

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

5. Wilna (T) Town of Wilna Comprehensive Plan Update T Wi 1 – 25

Sam presented this project to the Board. This is a complete update to the Towns Comprehensive Plan. He shared the goals and strategies outlined in the plan that presented positive community impacts with future development while still preserving community fabric and quality of life.

He discussed County/State related matters:

The town should address Fort Drum land use compatibility, specifically Fort Drum Wheeler Sack Army Airfield operations and nearby training range activities as described in the Fort Drum Joint Land Use Study (JLUS).

New York State Town Law 272-a requires that zoning amendments be in accordance with a comprehensive plan.

Locally related issues discussed:

The local board should consider including a specific vision statement in the comprehensive plan.

The local board should also consider including a map of priority soils (Prime Agricultural Soils) for the Town of Wilna.

The Town Board should ensure that implementing the 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.

Chairman David Prosser stated he would like the board to send a letter of approval and acknowledgement to the Town for the interest in keeping their Comprehensive plan updated.

6. Carthage (V) Village of Carthage Comprehensive Plan Update, V Ca 1 – 25

Sam presented this project to the Board. This is a complete update to the Towns Comprehensive Plan. He shared the goals and strategies outlined in the plan that presented positive community impacts with future development while still preserving community fabric and quality of life.

He discussed County/State related matters:

The Village should address Fort Drum land use compatibility, specifically Fort Drum Wheeler Sack Army Airfield operations and nearby training range activities as described in the Fort Drum Joint Land Use Study (JLUS).

New York State Village Law 7 -722 requires that zoning amendments be in accordance with a comprehensive plan.

Locally related issues discussed:

The local board should consider including a specific vision statement in the comprehensive plan.

The Village Board of trustees should ensure that implementing the 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.

7. Deferiet (V) Village of Deferiet Comprehensive Plan Update, V Def 1 – 25

Sam presented this project to the Board. This is a complete update to the Towns Comprehensive Plan. He shared the goals and strategies outlined in the plan that presented positive community impacts with future development while still preserving community fabric and quality of life.

He discussed County/State related matters:

The Village should address Fort Drum land use compatibility, specifically Fort Drum Wheeler Sack Army Airfield operations and nearby training range activities as described in the Fort Drum Joint Land Use Study (JLUS).

New York State Village Law 7 -722 requires that zoning amendments be in accordance with a comprehensive plan.

Locally related issues discussed:

The local board should consider including a specific vision statement in the comprehensive plan.

The Village Board of trustees should ensure that implementing the 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 practices will have on the future development of the Town/ Villages and adjacent municipalities, for projects numbered 5, 6, & 7, was made by David Prosser, seconded by Lisa L'Huillier, and carried unanimously.

8. Watertown (T) Jack Spry Jr (Watertown Powersports) Area Variance, T Wa 5 - 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 construct a cold storage building that does not meet the setback requirement. The Board is reviewing this project due to its proximity to US Route 11.

There were no County/State related matters.

Locally related issues discussed:

The Local Board should consider and weigh the five tests for an area variance, as stated in New York State Tow Law 267-b.

Motion: To accept staff recommendation to pass a motion of local concern only with comments stated above, was made by David Prosser, seconded by Donna Dutton, and carried unanimously.

9. Adams (T) All Pest, Tammy Obrien Site Plan Review, T Ad 4 – 25

Sam presented this project to the board, displaying the aerial locator map, aerial photos, site photos, and site plan. The applicant is proposing to construct a pole building for seasonal vehicle storage. The project is in proximity to US Route 11.

He discussed County/State related matters:

A Jefferson County Building Permit is required.

The Local Board should ensure that the applicant consults with the New York State DOT regarding the existing parking on the front, which appears to be within the US Route 11 right-of-way, and avoiding backing movements onto the state highway.

Locally related issues discussed:

The Local Board should ensure that the applicant does not have outdoor storage of salt, de-icing materials, pesticides, or herbicides due to the property being in the Aquifer Recharge Area Overlay District. Commercial uses that store or dispose of hazardous materials are prohibited in the Towns Aquifer Recharge Area Overlay. A use variance may be required for the expansion of the use. The local board should consult with the Town Attorney.

The Local Board should ensure that there are an adequate number of parking spaces for employees during winter months. There are 15-20 work vehicles and only 10 parking spaces on-site.

Neil Katzman asked what is being done with the vehicles for storage during the summer months. Sam stated that the vehicles are driven home by the employees.

Chairman David Prosser asked if these applicants are registered and DEC approved applicators for pesticides. Neil Katzman stated that they are, and that the pesticides are stored at the owner's home and not on-site.

Motion: To accept staff recommendation to pass a motion of local concern only with comments stated above, was made by David Prosser, seconded by Jean Waterbury. Neil Katzman recused himself from voting on this project, all others were in favor.

10. Alexandria (T) JP Giasson Site Plan Review, T AI 4 – 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 manufacture and sell storage sheds. This project is being reviewed due to its proximity to Interstate 81.

He discussed County/State related matters:

If any work occurs within the County Route 13 right-of-way, a Jefferson County Highway Work Permit will be required.

An agricultural data statement is required since the parcel is part of a New York State Certified Agricultural District.

Locally related issues discussed:

Lights on the building should be shielded to limit glare onto public highways and neighboring properties pursuant to the Town Zoning Law.

The local board should consider and weigh the five tests for an area variance for the rear yard setback according to New York State Town Law.

Chairman David Prosser asked if there was a change in ownership, the answer was yes as well as a subdivision.

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

11. Orleans (T) Andrew Garlock Site Plan Review, T Or 3 – 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 have an oversized directional sign. This project is being reviewed due to its proximity to County Road 100.

He discussed County/State related matters:

A New York State Agricultural Data Statement is required due to the presence of a New York State Certified Agricultural District less than 500 feet from the sign parcel.

The sign may be located within the County Road 100 right-of-way, the sign should be moved to meet the required 10-foot setback pursuant to the Town Zoning Law.

Locally related issues discussed:

Adequate site distance at the intersection should be verified to ensure the sign location, height, and size does not impede driver vision and/or vehicular safety, pursuant to the requirements for a clear site triangle within 30 feet of intersections on both road frontages.

Motion: To accept staff recommendation to pass a motion of local concern only with comments stated above, was made by David Prosser, seconded by John Stano. Donna Dutton abstained from voting on this project, all others were in favor.

12. Theresa (T) Ben Essig Site Plan Review, T Th 1 – 25

Sam presented this project to the board, displaying the aerial locator map, aerial photos, site photos, and site plan. The applicant is proposing to construct a self-storage building. The project is in proximity to New York State Route 37.

He discussed County/State related matters:

A New York State DOT Highway Work Permit will be required for the proposed traffic onto New York State Route 37.

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:

A Zoning Board of Appeals interpretation may be necessary, otherwise a use variance may be required. The term public storage an allowed use by special permit. However, it is not defined, nor is the use allowed in the Business Corridor District.

The local board should ensure that any proposed signs meet the Towns sign regulations.

Motion: To accept staff recommendation to pass a motion of local concern only with comments stated above, was made by David Prosser, seconded by Jon Storms, and carried unanimously.

OTHER BUSINESS: Andy Nevin announced to the members that on Wednesday, October 8, 2025 at 6:30 pm, there will be a land use training held at JCC with a presentation from the New York State Department of State. The topic of the meeting will be Planning Board Overview. A notice will be made available within 1-2 weeks for anyone interested in registering to attend this event. Andy announced that he is hopeful for more frequent training opportunities in the future if and when staffing vacancies are filled. He also discussed that the time is approaching for term renewal for current Planning Board Members if they wish to do so. Members with Terms ending are Randy Lake, David Prosser, and John Stinson.

Adjournment:

Neil Katzman made a motion to adjourn the meeting at 5:25 pm, seconded by Lisa L'Huillier.