

Department of Planning and Community Development

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MEETING MINUTES

JEFFERSON COUNTY PLANNING BOARD

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

June 30, 2026

MEMBERS PRESENT: Lisa Ruggiero, Chairperson, John Stano, Vice-Chair, Jean Waterbury, Richard Nuijens, Randy Lake, Mitch Robinson, Karen Freeman.

STAFF PRESENT: Hartley Bonisteel Schweitzer, AICP, Director
Alicia Dewey, Deputy Director
Andy Nevin, Senior Planner
Emerald Macilvennie, Secretary

PUBLIC PRESENT: Dan Estal – Town of Pamela
Cindy Connors, Elaine Scott, Pete Price, Donna Bartolli, Sonya B.R. King, Bill H. King (quarry applicant), Pete Bartoli, Dean Wyand, Jon Gardner, Lawson Gardner – All present for the Henderson Project

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

APPROVAL OF THE May 26, 2026 MEETING MINUTES: The motion was made by Richard Nuijens, seconded by John Stano, and carried unanimously.

COMMUNICATIONS: Lisa Ruggiero asked if there were any communications. Andy Nevin shared that there were letters received from the public regarding project # T He 2 – 26, and they had all been scanned and shared with board members prior to the meeting via email.

PUBLIC COMMENTS (OTHER THAN AGENDA ITEMS): Lisa Ruggiero asked if there were any public comments (other than on agenda items). There were none.

NEW BUSINESS: Andy Nevin reports that there is no other new business to share.

A. General Municipal Law, Section 239m Referrals:

1. Town of Pamela, Daniel J. Estal Site Plan Review, T Pa 1 – 26

Andy presented this project to the Board, displaying the locator map, aerial photos, site photos, and site plan. He explained that this project is being reviewed due to its proximity to NYS Route

37. The applicant is proposing to operate an automotive computer calibration shop with a waiting room.

He discussed County/State related matters:

The applicant should contact NYS DOT for any work within the NYS Route 37 right-of-way, as the site plan shows a median with two access drives, as opposed to the continuous open curb cut currently present.

Locally related issues discussed:

The local board should require parking spaces to be shown on the drawing and marked onsite, to ensure adequate capacity and interior circulation.

It appears that the subject parcel provides access to the larger landlocked parcel to the rear; therefore, the access should be shown on the site plan, and an access easement should be considered if it hasn't already been provided.

Motion: To accept staff recommendation to pass a motion of local concern only with comments stated above, was made by John Stano, seconded by Richard Nuijens, and carried unanimously.

2. Town of Henderson, RG King General Construction INC, Special Use Permit, T He 2 – 26

Andy presented this project to the Board, displaying the locator map, aerial photos, site photos, and site plan. He explained that this project is being reviewed due to its proximity to NYS Route 3. The applicant is seeking a Special Use Permit for quarry sand and gravel pit mining.

He discussed County/State-related matters: The applicant secured the NYS DEC Mined Land Reclamation Permit transfer in 2023, consistent with the Mined Land Reclamation Law, governed by Article 23, Title 27 of the Environmental Conservation Law (ECL). The existing MLR Permit regulates use of the quarry and includes ongoing land reclamation as well as after mining activities cease.

Locally related issues discussed:

The local board should request a copy of the land reclamation plan to be submitted consistent with the Town's Quarry and Mining Operation Criteria in the Zoning Law. A reclamation plan was filed with NYS DEC in 2003.

Randy Lake asked the owner if there were any facilities at the Quarry and if the operations would be long-term. Mr. King responded that there would be a bathroom and emergency precautions in place. He also stated that this area will most likely be kept as storage for stockpiles of material to be used for customers in the local area and that blasting frequency should be minimal.

Among the public present were a representative from the Historical Society and neighboring property owners, who raised concerns about the preservation of the Carpenter Cemetery, Ductile Iron water pipes, and long-term exposure to silicates. Each individual was able to speak freely about their concerns, and all collectively understood that these concerns should be brought before the Town of Henderson and the NYS Department of Environmental

Conservation.

Motion: To accept staff recommendation to pass a motion of local concern only with comments stated above, was made by Randy Lake, seconded by Richard Nuijens, and carried unanimously.

3. Town of Hounsfield, Gardner Gas (Jeff LaFlamme) Site Plan Review, T Ho 1 – 26

Andy presented this project to the Board, displaying the locator map, aerial photos, site photos, and site plan. He explained that this project is being reviewed due to its proximity to NYS Route 3 (the Great Lakes Seaway Trail) The applicant is proposing to relocate a vehicle storage building and add six new 49,000 gallon fuel tanks.

He discussed County/State related matters:

A Jefferson County Building Permit will be required for the new building.

The applicant should ensure the site design of the liquefied petroleum gas storage tanks meets the Fire Code of New York State (FCNYS) and National Fire Protection Association (NFPA) codes.

An Agricultural Data Statement is required because the parcel is part of a NYS Certified Ag District.

Locally related issues discussed:

The schedule of uses in the Town Zoning Law indicates a special use permit is required for small retail within the Arterial Corridor Protection Overlay District (within 1,000 feet of NYS Rte 3).

The local board should ensure the proposed landscaped berms will provide adequate buffering for the nearby homes and views from the Olympic Trail Scenic Byway consistent with the Town's Arterial Corridor Protection Overlay District screening provisions. Details of the plantings should be submitted, as well as a long-term maintenance plan.

Randy Lake asked if there is a plan in place with the local fire department for emergencies.

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

4. Town of Watertown, Occupational Medicine Area Variance, T Wa 7 – 26

Andy presented this project to the Board, displaying the locator map, aerial photos, site photos, and site plan. He explained that this project is being reviewed due to its proximity to US Route 11. The applicant is proposing to construct an addition to the rear of the existing business that does not meet the front setback requirement along Gillette Road.

He discussed County/State related matters:

The applicant should contact NYS DOT for any work within the US Route 11 right-of-way.

Locally related issues discussed:

The applicant should secure a permanent access easement across the property to the west (Glass Doctor), as the rear parking spaces and dumpster are accessible only via the adjacent parking area.

Motion: To accept staff recommendation to pass a motion of local concern only with comments stated above, was made by Richard Nuijens, seconded by John Stano, and carried unanimously.

OTHER BUSINESS:

Hartley Bonisteel Schweitzer announced to the Board that Sam Wilson, Community Development Coordinator, has resigned from the Planning & Community Development Department, to keep the members informed of staffing changes.

Adjournment:

Jean Waterbury made a motion to adjourn the meeting at 5:10 pm, seconded by John Stano.