

## Department of Planning and Community Development

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### **MEETING MINUTES**

#### **JEFFERSON COUNTY PLANNING BOARD**

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

**July 28, 2026**

**MEMBERS PRESENT:** Lisa Ruggiero, Chairperson, Neil Katzman, John Stano, Vice-Chair, Jean Waterbury, Richard Nuijens, Jon Storms, Mitch Robinson, Karen Freeman, Joe McLaughlin.

**STAFF PRESENT:** Alicia Dewey, Deputy Director  
Andy R. Nevin, Senior Planner  
Aileen Anderson, Community Development Coordinator  
Emerald Macilvennie, Secretary

**PUBLIC PRESENT:** None

**CALL TO ORDER AND ESTABLISHMENT OF QUORUM:** Lisa Ruggiero opened the meeting at 4:00 p.m. and stated that a quorum was present.

**APPROVAL OF THE June 30, 2026 MEETING MINUTES:** The motion was made by Jean Waterbury, seconded by Richard Nuijens, and carried unanimously.

**COMMUNICATIONS:** Lisa Ruggiero asked if there were any communications. There were none.

**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 reported that there was no other new business to share.

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

##### **1. Alexandria (T) Gardner Gas of New York, Site Plan Review # T AI 3 - 26**

Aileen presented this project to the Board. She shared the locator map, aerial photos, site photos, and the site plan. This project is being reviewed due to proximity to NYS Route 12. The applicant is proposing propane bulk storage and fuel transfer site at the former Bonnie Castle Arena\Rec Center.

She discussed County/State related matters:

A Jefferson County Building Permit will be required for the propane storage structure. 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.

The applicant should contact NYS Dept. of Transportation to ensure the existing site ingress/egress (driveway to NYS Rt. 12) is sufficient for the proposed change of use.

Locally related issues discussed:

The applicant should ensure adequate vehicular traffic surfaces to support proposed vehicle traffic circulation and potential emergency vehicle access.

The local board should advise local fire departments of the federal Emergency Planning and Community Right-to-Know Act (EPCRA) requirement that facilities must maintain a safety data sheet (SDS) (formerly known as material safety data sheet, MSDS) and must submit the safety data sheet (SDS) or a list of hazardous chemicals to their local fire department. Facilities must also submit an annual inventory of these chemicals by March 1 of each year to their local fire department.

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

## **2. Hounsfield (T) Town of Hounsfield, Zoning Law Amendment # T Ho 2 – 26**

Aileen presented this project to the Board. The Town is proposing a solar energy facility update to their Zoning Law. She shared a summary of the update with the members.

She discussed County/State related matters:

New York State Town Law requires zoning amendments to be made in accordance with the community's Comprehensive Plan.

There were no locally related issues discussed.

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

## **3. Lyme (T) Grindstone Holdings LLC, Special Use Permit # T Ly 3 – 26**

Aileen presented this project to the Board, displaying the locator map, aerial photos, site photos, and site plan. She explained that this project is being reviewed due to its proximity to NYS Route 12E and NYS Certified Ag District Farmland. The applicant is proposing two additional self-storage buildings.

She discussed County/State related matters:

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

Locally related issues discussed:

The applicant should consider expanding the distance between the existing rear storage buildings and the proposed new buildings. The distance appears to be under 25 feet which may constrain on-site circulation and or/emergency zones.

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

#### **4. Lyme (T) Terra Development INC, Special Use Permit # T Ly 4 – 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 County Road 57. The applicant proposes to place three rental cabins on former RV sites, 336 square feet each for a total of 1,008 square feet.

He discussed County/State related matters:

A Jefferson County Building Permit is required for the cabins and has been initiated.

A NYS Health Dept. review is underway.

Locally related issues discussed:

The local board should ensure the gravel areas provide adequate parking for each cabin.

The local board should request the proposed water source, septic tank and leachfield be shown for the units or describe the anticipated systems to be utilized.

The Town Board should consider defining cabins in the zoning law and consider which districts should be allowed, as well as establish standards for their placement.

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

#### **5. Pamela (T) Shelby Williams, Site Plan Review # T Pa 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 New York State Route 37. The applicant is proposing to operate a tattoo studio in an existing commercial structure.

He discussed County/State related matters:

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

The applicant should contact NYS Dept. of Transportation to ensure the site ingress/egress (driveway to NYS Rt. 37) is sufficient for the proposed change of use and does not result in

vehicle backing movements onto the State highway.

Locally related issues discussed:

The applicant proposes six parking spaces, which is less than the required number based on building square footage. The local board should consider whether required number of parking spaces is reasonable considering it is a retail service use vs retail sales use.

The Town should evaluate its parking requirements in the zoning law to ensure uses are not burdened by overly general parking regulations that may require too many spaces to be provided. Specific parking ratios for more uses would allow the Town's regulations to match parking needs more closely with intended uses, resulting in lower business development costs as only those spaces truly needed will be constructed.

Given the proposed free standing sign height and dimensions, it may block the view of oncoming traffic for those exiting parking spaces. The local board should consider requiring a taller or smaller sign or relocating it to ensure adequate site distance in both directions.

Mitch Robinson asked who enforces these things as it seems there are relevant safety concerns. Andy Nevin stated that the Town Zoning Officer is tasked with ensuring compliance, except for NYS Department of Transportation related entrance safety as they have commercial driveway standards.

Neil Katzman asked if there is adequate water supply for sterilization and septic needs. Andy was unsure as that detail was not provided in the application.

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

## **6. Watertown (C), City of Watertown Zoning Law Amendment # C 4 - 26**

Andy presented this Zoning Law Amendment project to the Board. The City is proposing to modify its parking standards (by eliminating the requirement for two electric vehicle charging ports in new parking areas with 30 or more spaces) and increase the allowable signage in the Parks and Open Space Zoning District (correcting a typo).

He discussed County/State related matters:

New York State General City Law requires zoning amendments to be made in accordance with the community's Comprehensive Plan.

Locally related issues discussed:

The requirement of two electronic vehicle charging ports when constructing 30 parking spaces does not add a significant expense compared to overall project costs. Therefore, the local board should consider adhering to the original City purpose of providing additional electric vehicle (EV) charging within larger parking areas, in order to enhance access to charging stations for the general public, thereby increasing feasibility of the use of electric vehicles.

While the strict electric vehicle state goal by 2035 may have been relaxed, expanding the

number of EV charging ports supporting the use of such vehicles still aligns with the broader goals of the state intent to reduce carbon emissions.

The local board could consider relief for the requirement in cases of financial hardship, in the form of allowing applicants to install conduit and wiring which would allow future installation of the charging ports instead of requiring full installation during initial construction.

**Motion: To accept staff recommendation to pass a motion of local concern only with comments stated above, was made by Jon Storms, seconded by Karen Freeman, and carried unanimously aside from Richard Nuijens who voted in opposition.**

#### **7. Watertown (C), City of Watertown Zoning Map Amendment # C 5 - 26**

Aileen presented this project to the Board, displaying the Zoning map, aerial photos, and site photos. She explained that this project is being reviewed due to proximity to County owned Land (Public Safety Building). The City is proposing to zone a portion of Waterman Drive as Industrial District.

She discussed County/State related matters:

New York State General City Law requires zoning amendments to be made in accordance with the community's Comprehensive Plan.

There were no locally related issues discussed.

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

#### **8. Watertown (C), Bud Bound Venture Special Use Permit # C 6 - 26**

Aileen presented this project to the Board, displaying the locator map, aerial photos, site photos, and site plan. She explained that this project is being reviewed due to its proximity to NYS Route 3. The applicant is proposing to operate a marijuana dispensary in an existing commercial building.

There were no County/State related matters.

There were no locally related issues identified.

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

#### **OTHER BUSINESS:**

Andy Nevin informed members of a new expanded list of 239-m exemptions that have been sent to local municipalities for adoption, and that they will be presented with a full scope of this list at

the August meeting. He said that this will reduce the number of projects that the board sees that are of local concern only and provide more opportunity for staff to dedicate their time to more prominent projects as they are submitted and ultimately reviewed.

Adjournment:

Neil Katzman made a motion to adjourn the meeting at 4:55 pm, seconded by Jean Waterbury.