

MEETING MINUTES (Virtual-Google Meet)

JEFFERSON COUNTY PLANNING BOARD

April 26, 2022

MEMBERS PRESENT: David Prosser, Chairman, Lisa L'Huillier, Vice-Chairman, Dwight Greene, Jon Storms, Deb McAtee, Randy Lake, Charlene Mannigan, Art Baderman, George Yarnall, Clif Schneider

STAFF PRESENT: Andy Nevin, Senior Planner
Sara Freda, Community Development Coordinator
Michael Bourcy, Director

PUBLIC PRESENT: Andrew Garrett, Overhead Door project, Pamela (T)
Jody Garrett, Overhead Door project, Pamela (T)
Tom Valentine, West Carthage Planning Board
Gary Workman, West Carthage Planning Board
Carlie Hanson, COR Development, Panera project, Watertown (T)
Andy Hart, Bergman Assoc, Panera project, Watertown (T)
Adam Powers, DC Builders, Phinn's project, Clayton (T)
Nate Phinney, Phinn's project, Clayton (T)
Mike Laselle, PE Overhead Door, Pamela (T), Carnegie Bay, Alexandria (T), Johnson Gas Station, West Carthage (V)
Paul Smith, Carnegie Bay Marina RV project, Alexandria (T)
Lily Ballantyne, Carnegie Bay Marina RV project, Alexandria (T)
Erin Bischoff, Assignment Manager, WWNY TV7
Craig Fox, Watertown Daily Times
Sandra Garcia-Torres, WWNY TV 7

The meeting was being conducted remotely under the extraordinary circumstances of a public health emergency due to Covid-19 under chapter 417 of the Laws of 2021 and signed by Governor Hochul.

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

APPROVAL OF THE March 29, 2022 MEETING MINUTES: Chairman Prosser asked members if they had any comments or changes to the March 29, 2022 meeting minutes. A motion to accept the meeting minutes was made by Chairman Prosser, seconded by Clif Schneider, and carried unanimously.

COMMUNICATIONS: Chairman Prosser asked if there were any outside communications. Andy stated there were a few letters and emails regarding the Carnegie Bay Marina proposed RV Park and he would discuss during the review of that project.

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

NEW BUSINESS:

A. General Municipal Law, Section 239m Referrals:

1. Town of Adams, Site Plan Review, Stewarts Shop, JCDP File # T Ad 2 – 22.

Sara presented the project to the Board, stating that Stewarts was proposing an addition to the rear of the building. She reviewed the locator map, aerial photo and site photos taken recently of the area. She then presented the site plan discussing various features relevant to the project.

She then presented the County related matter that a building permit is required from Jefferson County Code Department.

Sara then discussed the locally related issues:

Mechanical equipment will be added and/or relocated to the rear of the proposed addition making it closer to the adjoining residential units. The local board should consider requiring the applicant to construct a fence along the eastern property line and to maintain the existing vegetation in this area.

The location of the trash enclosure should be depicted on the site plan. It may require screening.

Motion: To accept staff recommendation to pass a motion of local concern only for the project was made by Chairman Prosser, seconded by Charlene Mannigan and unanimously carried.

2. Town of Adams, Site Plan Review, Detail This, JCDP File # T Ad 3-22.

Sara presented the project to the Board, stating that Detail This was proposing an addition to the detailing shop. She reviewed the locator map, aerial photo and site photos taken recently of the area. She then presented the site plan discussing various features relevant to the project.

She then presented the County related matter that a building permit is required from Jefferson County Code Department. A Stormwater Pollution Prevention Plan (SWPPP) is required since total land disturbance is greater than an acre.

Motion: To accept staff recommendation to pass a motion of local concern only for the project was made by Chairman Prosser, seconded by George Yarnal and unanimously carried.

3. Town of Alexandria, Thousand Islands Country Club, Area Variance JCDP File # T AI 2-22.

Andy presented the project to the Board, stating that Thousand Islands Country Club/Horizon Marine was proposing a three lot subdivision to separate the existing buildings onto two lots and create a vacant lot. In doing so, variances are required. He reviewed the locator map, aerial photo and site photos taken recently of the area. He then presented the site plan/subdivision plat discussing various features relevant to the project

pointing out the three parcels and which setbacks pertained to each parcel.

He then presented the County related matter that in reviewing the area variances, the local board should consider the benefit to the applicant as weighed against the detriment to health, safety and welfare of the community using the five factors for an area variance as stated in NYS Town Law.

He then presented the locally related issues:

The local board should ensure that proposed Lot 3 has adequate access, consistent with the Town subdivision law and NYS Town Law 280-a.

The local board should clearly state which area variances are granted for each of the three lots.

Clif Schnieder stated that the local board should consider requiring the access drive to be constructed to ensure Lot 3 has access.

Motion: To accept staff recommendation to pass a motion of local concern only for the project was made by Chairman Prosser, seconded by Lisa L'Huilier and unanimously carried.

4. Town of Alexandria, Special Use Permit, Carnegie Bay Marina, JCDP File # T AI 3 - 22.

Andy presented the project to the Board, stating that Carnegie Bay Marina was proposing five RV campground sites at their existing marina. He reviewed the locator map, aerial photo and site photos taken recently of the area. He then presented the site plan discussing various features relevant to the project pointing out the five RV sites and which setback was not going to be met by the proposed location.

He then presented the County related matter that the NYS Department of Health permit is required for campgrounds.

He went on to present several locally related issues:

The local board should request more information about the RV site area:

- What appears to be the outline of the vehicular travel area does not clearly show the vehicle flow to and from the RV sites.
- Whether grass or plantings will be added to the area vs the existing gravel.
- Drainage facilities, water service and electric hookup locations are not labeled or clearly indicated.

In addition, the required densely planted trees and shrubs should be provided where needed to screen nearby residences. A stockade fence could also be used to ensure effective screening and buffering occurs for adjacent residences. Chain-link fencing as proposed is not an effective screen. According to the site plan, it appears that the proposed plantings will be on the adjacent property. An agreement for maintenance should be established.

The local board should request drainage facilities be shown and include specifications to

determine their adequacy.

The local board should determine whether additional lighting is proposed or permitted. If proposed, shielded lighting fixtures should be utilized to protect adjacent residential properties from glare.

Similarly, quiet hours similar to state parks or other campgrounds could be established to limit noise impacts on residential neighbors.

There were two neighbors who spoke in opposition to the project. Paul Smith and Lily Ballantyne indicated that based upon current marina operations and RV's that have been used there (where they're proposed now) during the past two seasons there have been lighting, noise, a lack of proper drainage and other impacts from RV's impacting their adjacent residences. Paul Smith also stated that the required 200 foot setback can be met on the property.

Mike Lassell, project engineer stated that he believes the proposed screening is adequate and a chain link fence is proposed. He also indicated a drainage swale is proposed between the properties to address ongoing drainage issues.

Motion: To accept staff recommendation to pass a motion of local concern only for the project was made by Chairman Prosser, seconded by Deb McAtee and unanimously carried.

County Planning Board member George Yarnall left the meeting at 4:45. A quorum was still present.

5. Town of Alexandria, Area Variance, Carnegie Bay Marina, JCDP File # T AI 3a - 22.

Andy presented the project to the Board, stating that Carnegie Bay Marina was proposing five RV campground sites at their existing marina. An area variance is required as they are proposing them to be within 50 feet of the side yard, while the Town campground regulations require 200 feet. He reviewed the locator map, aerial photo and site photos taken recently of the area. He then presented the site plan discussing various features relevant to the project pointing out the five rv sites and which setback was not going to be met by the proposed location.

He then presented the County/State related matters:

In reviewing the area variance, the local board should consider the benefit to the applicant as weighed against the detriment to health, safety and welfare of the community using the five factors for an area variance as stated in NYS Town Law.

He then presented the locally related issues:

Town campground standards require setbacks of 55 feet from street lines and 200 feet from other property lines. The applicant proposes rv sites 50 feet from the side yard, consisting of a 75 percent setback reduction. The local board can consider requiring a setback greater than the 50 feet requested to mitigate impacts on the adjacent properties.

Motion: To accept staff recommendation to pass a motion of local concern only for the project was made by Chairman Prosser, seconded by Deb McAtee and unanimously carried.

6. Town of Clayton, Area Variance, Boathouse Marine, JCDP File # T CI 1a - 22.

Andy presented the project to the Board. He state that the board reviewed the project last month as a site plan review. The applicant is now proposing to construct the building closer to the front lot line than the front yard setback allows going from 50 feet originally to a setback of 25 feet.

Andy presented the county related matter that in reviewing the area variance, the local board should consider the benefit to the applicant as weighed against the detriment to health, safety and welfare of the community using the five factors for an area variance as stated in NYS Town Law.

Motion: To accept staff recommendation to pass a motion of local concern only for the project was made by Chairman Prosser, seconded by Clif Schneider and unanimously carried.

7. Town of Clayton, Special Use Permit, Nathan Phinney, JCDP File # T CI 2 - 22.

Andy presented the project to the Board, stating that the applicant is proposing an addition to an auto body shop which is closer to the front yard setback than the required distance. He displayed the aerial photo, and several site photos taken last week. He also displayed the site plan indicating several features relevant to the review.

He discussed county related matters: a County Highway Department work permit is required for widening the driveway accesses and for the potential increased runoff impacting the County Road.

He stated the locally related matters:

Landscaping/buffering should be provided to screen the nearby residence to the east.

With the increase in impervious surfaces, drainage infrastructure should be provided to limit stormwater runoff from impacting neighboring properties and the County Highway.

If interior storage reaches capacity, outdoor storage of vehicles yet to be repaired should either be buffered/screened from view or kept behind the facility.

Motion: To accept staff recommendation to pass a motion of local concern only for the project was made by Chairman Prosser, seconded by Charlene Mannigan and unanimously carried.

8. Town of Clayton, Area Variance, Nathan Phinney, JCDP File # T CI 2a - 22.

Andy presented the project to the Board, stating that the applicant is proposing an addition to an auto body shop, which is closer to the front yard setback than the required distance.

He displayed the aerial photo, and several site photos taken last week. He also displayed the site plan indicating several features relevant to the review.

He review county/state matter: in reviewing the area variance, the local board should consider the benefit to the applicant as weighed against the detriment to health, safety and welfare of the community using the five factors for an area variance as stated in NYS Town Law.

Motion: To accept staff recommendation to pass a motion of local concern only for the project was made by Chairman Prosser, seconded by Charlene Mannigan and unanimously carried.

9. Village of Clayton, Area Variance, French Creek Marina, JCDP File # V CI 1a – 22

Andy presented the project to the Board, stating that the Board reviewed this last month for a site plan review. It is before the Board now for an area variance. The applicant is proposing a shopping center is closer to the road than the required front yard setback distance. He displayed the aerial photo, and several site photos taken last month during the site plan review. He also displayed the site plan indicating several features relevant to the review.

Andy then described the county related matter: in reviewing the area variance, the local board should consider the benefit to the applicant as weighed against the detriment to health, safety and welfare of the community using the five factors for an area variance as stated in NYS Village Law.

Motion: To accept staff recommendation to pass a motion of local concern only for the project was made by Chairman Prosser, seconded by Lisa L’Huillier and unanimously carried.

10. Village of Clayton, Area Variance, Dollar General, JCDP File # V CI 2a – 22

Andy presented the project to the Board, stating that the applicant is proposing a retail store with signage that has greater than the maximum square foot limit, and two monument signs that are proposed to be eight feet high as opposed to the six foot height limit. He displayed the aerial photo, and several site photos taken the previous week. He also displayed the site plan indicating several features relevant to the review.

Andy then reviewed the County/state related matter:

In reviewing the area variances, the local board should consider the benefit to the applicant as weighed against the detriment to health, safety and welfare of the community using the five factors for an area variance as stated in NYS Village Law.

Motion: To accept staff recommendation to pass a motion of local concern only for the project was made by Chairman Prosser, seconded by Jon Storms and unanimously carried.

11. Town of Pamela, Site Plan Review, Francis Garrett Corp, JCDP File # T Pa 1 - 22

Sara presented the project to the Board, stating that the applicant is proposing to replace a commercial structure that is closer than the required side yard setback distance. She displayed the aerial photo, and several site photos taken last week. She also displayed the site plan indicating several features relevant to the review.

She then reviewed the County/State related matters: a Highway Work Permit from NYS DOT is required to address driveway width compliance. A building permit is required from Jefferson County Code Department.

She continued, indicating the locally related issues: the local board should ensure site drainage will not negatively impact the federally regulated wetlands located towards the rear of the site or NYS Route 3.

Motion: To accept staff recommendation to pass a motion of local concern only for the project was made by Chairman Prosser, seconded by Clif Schneider and unanimously carried.

12. Town of Pamela, Area Variance, Francis Garrett Corp, JCDP File # T Pa 1 - 22

Sara presented the project to the Board, stating that the applicant is proposing to replace a commercial structure that is closer than the required side yard setback distance. She displayed the aerial photo, and several site photos taken last week. She also displayed the site plan indicating several features relevant to the review.

She continued discussing county/state related matters: In reviewing the area variance, the local board should consider the benefit to the applicant as weighed against the detriment to health, safety and welfare of the community using the five factors for an area variance as stated in NYS Town Law.

Sara then discussed locally related issue: the referral submitted is for site plan review and an area variance for reduced side yard setbacks. The plan also appears to depicts a need for a variance for a reduced front yard setback as well. There was no variance application for front yard relief submitted with the referral. The local board should ensure the applicant applies for all area variances required in order to process them through the ZBA.

Motion: To accept staff recommendation to pass a motion of local concern only for the project was made by Chairman Prosser, seconded by Clif Schneider and unanimously carried.

13. Town of Watertown, Site Plan review, COR Route 3 Company, JCDP File # 4 - 22

Sara presented the project to the Board, stating that the applicant is proposing a drive thru restaurant in a vacant commercial structure. She displayed the aerial photo, and several site photos taken last week. She also displayed the site plan indicating several features relevant to the review.

Sara then discussed county/state related matters: a New York State Department of Health review is required for the restaurant. Also, a building permit is required from Jefferson

County Code Department.

She then reviewed locally related issues: the local board should ensure the applicant provides adequate directional signs to enhance on site circulation.

Also, the local board should consider requiring a crosswalk connecting the parking along the eastern side of the lot and the restaurant. Customers/pedestrians who park in this area will have to cross both drive lanes to access the building.

The local board should consider requiring a pedestrian connection between the restaurant and the existing sidewalk located along the access road to the east.

Motion: To accept staff recommendation to pass a motion of local concern only for the project was made by Chairman Prosser, seconded by Charlene Mannigan and unanimously carried.

14. Village of West Carthage, Special Use Permit, Gary Johnson, JC DP File # V WC 1 - 22

Sara presented the project to the Board, stating that the applicant is proposing a convenience store with gas pumps. She displayed the aerial photo, and several site photos taken last week. She also displayed the site plan indicating several features relevant to the review.

Sara then presented county/state related matters: A Highway Work Permit from NYS DOT is required for the accesses onto the State highways.

A building permit is required from Jefferson County Code Office.

The tanks shall be in accordance with NYSDEC's bulk storage of petroleum standards. The site plan should depict the location of the tanks, fuel ports and bollards.

A Stormwater Pollution Prevention Plan (SWPP) is required since total disturbance is greater than one acre.

Sara continued, describing locally related issues: the local board should consider the overall intensity of the proposed development (number of gas pumps requested) in relation to the lot size. In particular, the board should address the following potential impacts:

- The lot coverage for the proposed structures is about 22 percent; this does not include total impervious surfaces. The local board should consider the total amount of impervious surface (97.7 percent) and how it may impact off site drainage. The increase in surface runoff should be reviewed by the Village Engineer.
- On site circulation with two fueling stations may be tight especially for fuel delivery trucks. The site plan should depict truck maneuvers. In addition, there may be traffic conflicts between vehicles parking in front of the store and those utilizing the gas pumps parallel to South Broad Street.
- The local board should ensure adequate signage prohibiting exiting onto Broad Street is provided.

The local board should require proof that the four lots have been combined into one parcel prior to issuance of a Zoning Permit.

The site plan depicts a minimum front yard setback of 40 feet along both public roads while the project narrative states the front yard setback is 39.7 feet for the canopy closest to Bridge Street. An area variance may be required.

Motion: To accept staff recommendation to pass a motion of local concern only for the project was made by Chairman Prosser, seconded by Clif Schneider and unanimously carried.

Adjournment

Lisa L'Huillier made a motion to adjourn the meeting at 5:37 p.m., seconded by Charlene Mannigan, and it was unanimously carried.