

**MEETING MINUTES (Virtual-Google Meet)**

**JEFFERSON COUNTY PLANNING BOARD**

**May 31, 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,

**STAFF PRESENT:** Andy Nevin, Senior Planner  
Sara Freda, Community Development Coordinator

**PUBLIC PRESENT:** 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 April 26, 2022 MEETING MINUTES:** Chairman Prosser asked members if they had any comments or changes to the April 26, 2022 meeting minutes. A motion to accept the meeting minutes was made by Chairman Prosser, seconded by Deb McAtee, and carried unanimously.

**COMMUNICATIONS:** Chairman Prosser asked if there were any outside communications. Andy stated there were none.

**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 Watertown, Moratorium on the installation or modification of towers or other structures for the use of cell phones or other personal wireless devices, JCDP File # 6 - 22**

Sara presented the project to the Board, stating that the Town is proposing a one year moratorium on the installation or modification of towers or other structures for the use of cell phones or other personal wireless devices.

She then reviewed the County/State related matters identified:

The local board should ensure the proposed moratorium meets NYS DOS's criteria for land-

use moratoria prior to adoption:

- 1) Have a reasonable time frame as measured by the action to be accomplished during the term;
- 2) Have a public purpose justifying the moratorium;
- 3) Address a situation where the burden imposed by the moratorium is shared by the public at large;
- 4) Strictly adhere to the procedure for adoption laid down by the enabling acts;
- 5) Have a certain time when the moratorium will expire.

Motion: To accept staff recommendation to pass a motion of local concern only for the project was made by Jon Storms, seconded by George Yarnall, and carried with one abstention. David Prosser abstained.

2. Town of Watertown, Site Plan review, FedEx Ground, JCDP File # 5 - 22

Sara presented the project to the Board, stating that the applicant is proposing a loading dock to expand the number of available loading docks. This will add a ten-space loading apparatus to their current 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 that a building permit may be required from Jefferson County Code Department for the loading dock addition.

There were no locally related issues identified.

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.

3. Village of Alexandria Bay, Site Plan Review, Alex Bay Juice C. LLC, JCDP File # V Ab 1 – 22.

Sara presented the project to the Board, stating that Alex Bay Juice was proposing to convert an appraisal office into a juice retailer with no exterior modifications other than cosmetic. She reviewed the locator map, aerial photo and site photos taken recently of the site. She then presented the site plan.

She then presented the County related matter that a building permit is required for the interior improvements. In addition, a NYS Health Dept. approval is required.

Sara then discussed the local issues that the local board should ensure a Waterfront Assessment Form is completed so it can evaluate the project's consistency with the goals and policies of the Village's LWRP and any proposed signage should comply with the Village Sign Law.

4. Village of Cape Vincent, Site Plan Review, Todd Ewing, JCDP File # V CV 1 - 22.

Andy presented the project to the Board, stating that Todd Ewing was proposing to convert a former insurance building into a bait shop. He reviewed the locator map, aerial photo and site photos taken recently of the area. He then presented the sketch plan.

Andy then stated a County related matter that a building permit is required from Jefferson County Code Department.

The local issue is that the sketch plan indicates improvements that appear to be on the adjacent property. All activities related to the business should be located on the same parcel as the business.

5. Village of Chaumont, Jennifer Sosa, Site Plan Review JCDP File # V Ch 1 - 22.

Andy presented the project to the Board, stating that Jennifer Sosa proposes to operate a boxing training center. He reviewed project description, locator map, aerial photo and site photos taking recently of the area.

He then presented the local comment that if approved, the local board should stipulate the approval is for training activities only and no events are not allowed.

6. Town of Clayton, Special Use Permit, Dorr Marine & Excavation Inc., JCDP File # T Cl 3 - 22.

Sara presented the project to the Board, stating that Dorr Marine and Excavation Inc. proposes a marine and excavation business to construct docks inside the building. She reviewed the locator map, aerial photo and site photos taking recently of the area. She then presented the site plan discussing various features relevant to the project.

She then presented the County related matters: a Highway Work Permit from NYS DOT is required for access onto NYS Route 12. Also, a Stormwater Pollution Prevention Plan (SWPPP) is required since total disturbance is equal to or greater than one acre.

She went on to present several locally related issues:

The local board should require the existing vegetation remains, to serve as a natural buffer between the project and the residences on Danenwald Road.

The local board should require all materials used in the manufacturing, fabricating and servicing operations be stored within a building, or within a completely enclosed area so fenced and screened that no portion of said materials shall be visible from off the premises.

Any manufacturing shall be conducted within the building.

7. Town of Hounsfield, Site Plan Review, Manasseh & Amanda Burt, JCDP File # T Ho 2 - 22.

Sara presented the project to the Board stating that the Burts are proposing two self-storage buildings near the intersection of NYS Route 3 and County Route 61. Access will be from CR 61, and include gravel around the self-storage buildings for vehicular

circulation. She reviewed the locator map, aerial photo and site photos taking recently of the area. She then presented the site plan discussing various features relevant to the project.

She then presented the County/State related matters:

A Highway Work Permit is required from Jefferson County Highway Department for the access onto County Route 61.

A building permit from Jefferson County Code Department is required for the proposed buildings.

A letter from the NY State Office of Parks, Recreation and Historic Preservation Office may be required as the Environmental Assessment Form indicates the site may be located in or adjacent to an area designated as sensitive for archaeological sites.

An Agricultural Data Statement is required since the project is located within 500 feet of properties that are within a NYS certified Agricultural District.

She then presented a locally related issue: The Arterial Corridor Overlay regulations of the Town's Zoning Law require landscaping and buffering along the State highway. The local board should determine whether additional landscaping is needed for the project. At a minimum, the vegetative buffer between the project site and the residence to the east should remain.

8. Town of LeRay, Zoning Text Amendment regarding signs in residential districts, JCDP File # T Le 2 - 22.

Andy presented the project to the Board. The Town is proposing changes to its sign regulations in the zoning law regarding types and sizes of non-residential use signs in residential zoning districts.

Andy said that New York State Law requires zoning amendments to be made in accordance with a Comprehensive Plan. The local board should ensure that this amendment is consistent with any current plan or vision for signage within residential zoning districts.

He continued, presenting locally related issues:

The local board should identify which zoning districts would be considered "residential" in order to apply the regulations.

The local board should also ensure changeable signs are defined.

Lastly, businesses and permitted non-residential uses may differ but definitions should be considered to ensure clarity for administrative purposes.

9. City of Watertown, Site Plan Review, Fenn Moun, obo Chipotle, JC DP File # C 2 - 22.

Andy presented the project to the Board, stating that the applicant is proposing to construct a drive-thru mobile order pickup lane. 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 stated the locally related matters:

The local board should ensure the site's new layout maintains adequate and safe interior traffic circulation in order to limit potential impacts on adjacent and nearby businesses.

Signage may be needed to clearly distinguish the use as a mobile pickup lane only as opposed to a drive thru.

10. City of Watertown, Site Plan Review, Lobdell Enterprise, LLC, JC DP File # C 3 - 22. .

Andy presented the project to the Board, stating that applicant proposes a second drive-thru lane and modified internal vehicular circulation modifications. 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 reviewed the local issue identified: the local board should ensure the site's new layout maintains safe and adequate interior traffic circulation.

Motion: To accept staff recommendation to pass a motion of local concern only for the projects 3 through 10 was made by Chairman Prosser, seconded by Deb McAtee and unanimously carried.

### Intergovernmental Reviews

2022 – 2: Alexandria Bay is proposing to upgrade to its existing water treatment, storage and distribution system. Project will service Village residents and some districts outside the Village.

2022 – 3: The Town of Alexandria is proposing to renovate and expand its Bonnie Castle Recreation Center to extend and improve its multi-functional capacity for recreation and special events.

2022 – 4: Alexandria Bay is proposing to replace some equipment at its wastewater treatment plant. The project will enable the Village to better handle the annual summer flows and address hydraulic load during wet weather events.

Dave Prosser made a motion, seconded by Dwight Greene for sending a letter of support for all three project funding requests.

### Adjournment

Lisa L'Huillier made a motion to adjourn the meeting at 4:50 p.m., seconded by David Prosser, and it was unanimously carried.