

MEETING MINUTES (Virtual-Google Meet)

JEFFERSON COUNTY PLANNING BOARD

July 26, 2022

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

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

PUBLIC PRESENT: Craig Fox, Watertown Daily Times
John Belanger, C 5 - 22
Anthony Fiorentino, C&S
Becky Countryman
Jerry Vecchio, T Wa 8 - 22

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 4:00 p.m. and stated that a quorum was present.

APPROVAL OF THE June 28, 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 Clif Schneider, and carried unanimously.

COMMUNICATIONS: Chairman Prosser asked if there were any outside communications. Andy stated there was a letter received on the Village of Clayton shopping center project the CPB reviewed. He stated he forgot to send it out with the other materials and will do so after the meeting via email. Mr. Prosser said we can discuss it next month.

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. **City of Watertown, Zoning Map Amendment on Glen Street, JCDP File # C 5-22.**

Sara presented this project to the Board. She showed the location map, aerial photo, and site photos. She stated that the applicant is requesting to change the zoning of a parcel from Residence B to Commercial to allow for egress from an adjacent Commercial parcel.

She said that New York State City Law requires zoning amendments to be made in

accordance with a Comprehensive Plan. The local board should ensure that this amendment is consistent with the current plan for the City, which is a commercial designation for the entire block.

She also stated that the City is working on rewriting the zoning law and the local board should consider the proposed zoning map, which shows a residential zoning designation for this area.

The applicant, John Belanger, explained his history with the site and an issue with the neighbor that his parcel once shared the driveway with. He said that he needed a second road connection because he could not meet NYSDOT specifications for a two-way driveway on Arsenal Street and the City would not allow him to use the Glen Street parcel as a connection since it was zoned residential.

Motion: To accept staff recommendation to pass a motion of local concern only for the project was made by David Prosser, seconded by George Yarnall, Lisa L'Huillier abstained, and carried.

2. Town of Watertown, Site Plan Review for storage buildings, JCDP File # T Wa 7 - 22

Sara presented the project to the Board. She showed the location map, aerial photo, site photos, and site plan. She said that the applicant proposes two self-storage buildings.

She said that a building permit is required from Jefferson County Code and a NYSDOT Highway Work Permit is required for access onto NYS Route 12F.

She also said that the project site is located on The Black River Trail, part of the State's Scenic Byway Program. The local board should require adequate landscaping and buffering along the highway corridor as required by the Town's Zoning Law.

Sara said that local comments from staff include: The proposed office appears to be located within the required front yard. The local board should request the applicant redesign the project layout so it meets or exceeds the requirements of the Zoning Law.

In the Neighborhood Commercial zoning district the following criteria should be met:

- Parking areas shall be to the rear or sides of structures.
- A landscaped buffer area of 35 - 50 feet wide shall be required at the property front line in order to screen structures from the main highway corridor.
- A pedestrian walkway is required within the 35 - 50 foot wide landscaped buffer along the highway corridor.
- The project is located adjacent to a single family residence. The Zoning Law states a landscaped buffer area of 35 feet wide at side and rear yards shall be required in order to mitigate impacts between incompatible uses. Shrubs and ground covers shall provide visual screening in all seasons.
- Signage shall be lower, monument style set off by appropriate landscaping at the base. The Sign Law limits signs to one per site, while two are shown on the plans.

The property was recently subdivided to include the creation of this property. The local board should ensure the applicant files a deed describing the new lot and that a new parcel number is issued. In addition, the local board should ensure the applicant has permission from the property owner to apply for the requested site plan review.

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.

3. Town of Watertown, Site Plan Review for gym and hair salon, JCDP File # T Wa 8 - 22

Sara presented the project to the Board. She showed the location map, aerial photo, site photos, and site plan. She stated that the applicant proposes an 8,400 square foot building with a gym and hair salon.

Sara said that a Work Permit from Jefferson County Highway Department is required for access onto the county highway and a building permit is required from the Jefferson County Code Office.

She presented the following local comments:

In the Neighborhood Commercial zoning district the following criteria should be met:

- Parking areas shall be to the rear or sides of structures as required by the Zoning Law.
- A landscaped buffer area of 35 - 50 feet wide shall be required at the property front line in order to screen structures from the main highway corridor.
- A pedestrian walkway is required within the 35 - 50 foot wide landscaped buffer along the highway corridor.
- Signage shall be lower, monument style set off by appropriate landscaping at the base.

The property was recently subdivided to include the creation of this property. The local board should ensure the applicant files a deed describing the new lot and that a new parcel number is issued. In addition, the local board should ensure the applicant has permission from the property owner to apply for the requested site plan review.

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.

4. Village of Alexandria Bay, Zoning Text amendment for signs, JCDP File # V AB 2 - 22.

Andy presented the project to the Board. He said that the Village proposes to amend the sign regulations in the zoning law. He showed some photos of some signs of various types in the village, and a summary of the contents of the sign regulations.

He said that New York State Village Law requires zoning amendments to be made in accordance with a Comprehensive Plan. The Plan discusses addressing abandoned signs, improving aesthetics in the Village including sign communication and off-premise signs.

He presented the following local comments: The local board should ensure the required location of sandwich board signs is clear, such as having the six feet of clear access for pedestrians and being within three feet of the public building entrance. A diagram could be included to ensure clarity.

The local board should remove any potential conflicting standards to minimize confusion while administering the sign regulations.

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.

5. Town of Hounsfield, Site Plan Review for wrestling club, JCDP File # T Ho 3 - 22.

Andy presented the project to the Board. He presented the locator map, aerial photo, site photos, and site plan. He said that the applicant proposes a youth wrestling club venue to include wrestling practices and three to four tournaments per year.

He reviewed the following county/state comments on the project. A NYS DOT Highway Work Permit is required for the change in use, modifications and increase in number of ingress/egress drives to the parcel.

Based on the amount of disturbance, a stormwater pollution prevention plan must be completed based on NYS DEC requirements.

Andy discussed local comments based on the Town's land use regulations. The local board should discuss what land use category the proposed wrestling center could be considered under the zoning law.

The local board should ensure adequate parking is provided for events based on either the building size or seating capacity of the building where wrestling matches will be held. In no case should parking occur along the side of NYS Route 3.

With the amount of impervious surfaces proposed, drainage facilities should be provided to ensure the increased stormwater runoff will be accommodated onsite. The Town engineer should confirm the adequacy of the stormwater system to limit stormwater runoff impacts on state highway and adjacent properties.

The local board should require landscaping to be planted pursuant to the Arterial Protection Overlay District standards for buffering adjacent properties and the Olympic Trail Scenic Byway.

The proposed light on the front of the building impacts the state highway. The fixture should be oriented or shielded to avoid such impacts and should meet the zoning law standards.

The proposed sign is within the state right of way. The Town sign setback of 15 feet from the front property line shall be met.

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.

6. Town of LeRay, Zoning Text Amendment for signs, JCDP File # T Le 3 - 22.

Andy presented the project to the Board. He described the changes to the sign law affecting temporary signs.

He reviewed the following county/state comment on the project. New York State Town Law requires zoning amendments to be made in accordance with a Comprehensive Plan. The local board should ensure that this amendment is consistent with the current plan for signage within the Town.

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.

Intergovernmental Reviews

2022 – 7: Town of Lyme is seeking \$3,066,300 in funding for a new highway garage from the USDA - Rural Development Program.

2022 – 8: Town of Lyme is seeking \$4,716,050 in funding to construct a new town office to also include space for Village of Chaumont offices from USDA – Rural Development Program.

Dave Prosser made a motion, seconded by John Storms for sending a letter of support for both project funding requests.

Adjournment

Lisa L'Huillier made a motion to adjourn the meeting at 5:27 p.m., seconded by George Yarnall, and it was unanimously carried.