

MEETING MINUTES (Virtual-Google Meet)

JEFFERSON COUNTY PLANNING BOARD

August 30, 2022

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

STAFF PRESENT: Andy Nevin, Senior Planner
Sara Freda, Community Development Coordinator
Michelle Bunny, GIS Specialist

PUBLIC PRESENT: Craig Fox, Watertown Daily Times
Scott Simmons, Burrville Power
Andrew Silver, Attorney – Town of Alexandria
Peter McAuliffe
Ron Thomson

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 July 26, 2022 MEETING MINUTES: Chairman Prosser asked members if they had any comments or changes to the July 26, 2022 meeting minutes. A motion to accept the meeting minutes was made by Chairman Prosser, seconded by Charlene Mannigan, and carried unanimously.

COMMUNICATIONS: Chairman Prosser asked if there were any outside communications. Andy stated there was another letter received on the Village of Clayton shopping center (French Creek Marina) project the CPB reviewed. He stated he sent the first letter to the members after the July meeting, and then the most recent letter from the same neighbor was emailed to the members in August last week. Members discussed some of the issues raised in the letters, and Andy Nevin clarified that the two CPB reviews occurred in April and then May respectively and comments were sent back. However, the project expanded by adding another parcel, since our review comments were received, we have not been sent another referral since. Therefore until we receive the project to review again we're not involved. Mr. Prosser suggested that perhaps in the annual newsletter we could emphasize when projects change, especially if major changes occur, would require them to be referred back to the County Planning Board.

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 Alexandria, Moratorium, JCDP File # T AI 6-22.

Andy presented this project to the Board. He showed the location map and zoning map indicating where the zone is and the respective island areas. He stated that the Town is proposing a moratorium on site plan review (commercial) uses in the Marine Residential District on islands. This will give the town time to review its Local Waterfront Revitalization Program Plan and its zoning law to determine appropriate uses for the area based on limiting commercial impacts on island neighbors especially those in close proximity.

He said that New York State Town Law establishes criteria for establishment of land use moratoriums. He continued, saying 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.

A comment was made by Art Baderman, questioning whether a full year was needed. Andy reiterated that the Town plans to use both the LWRP language and study what uses may or may not be appropriate for that zone on the islands. Art also said if the Town finishes the process sooner, would they cease the moratorium since perhaps potential development may lose this season and a full summer that development would be delayed next season.

Motion: To accept staff recommendation to pass a motion of local approval for the project was made by David Prosser, seconded by Randy Lake, and carried.

2. Town of Watertown, Burrville Power Equipment - Site Plan Review for proposed addition, JCDP File # T Wa 11 - 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 an addition between two existing buildings connecting them together. It will also have a 12 foot overhang on both the front and the rear.

She said that a building permit is required from Jefferson County Code Office and an Agricultural Data Statement is required as the project is located within 500 feet of a farm operation within a NYS certified Agricultural District.

She continued, saying the site plan should depict the parking and loading spaces so the local board can properly evaluate their adequacy.

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 Ellisburg, OYA Solar, Site Plan Review for a 5 MW solar facility, JCDP File # T EI 1 - 22

Andy presented the project to the Board. He showed the location map, aerial photo, site photos, and site plan. He stated that the applicant proposes a 5 MW solar facility on CR 91.

Andy described the Town solar regulations that limit the amount of prime agricultural soils removed from production by a solar project that can impact a parcel. From the number of acres of the project and the total acres out of the parent tract, the project impacts about 17% of the prime ag soils which is below the Town's threshold of 50%.

He said that the proposed two access drives require a permit from Jefferson County Highway Department.

The applicant should contact the Watertown International Airport manager and Fort Drum staff to ensure anticipated flights and training activities will not be impacted. A Glare Hazard Analysis should be completed.

The small areas of wetlands disturbance should be reviewed by NYS DEC and the US Army Corps of Engineers.

The local board should ensure the proposed evergreen buffer is planted and maintained to limit the aesthetic impacts on immediate neighbors.

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, Site Plan Review for a Child Day Care facility on Northern Ave, JCDP File # V AB 3 - 22.

Andy presented the project to the Board. He showed the Village location map, aerial photo, site photos, and site plan. He stated that the applicant proposes a child day care facility on Northern Ave.

A Jefferson County Building Permit is required. Child Care facilities serving 3 or more children for more than 3 hours a day on a regular basis require a license from NYS Office of Children and Family Services.

The local board should require drainage facilities, such as detention areas, be provided to ensure any increase in impervious surfaces do not result in stormwater runoff impacting Northern Avenue and/or the adjacent residences. The Village Engineer should verify the adequacy of the designed stormwater facilities.

The local board should require the retention of as many trees as possible to maintain the vegetated buffer for nearby residences.

Any proposed signage details should be provided as part of the review.

Charlene Mannigan mentioned the NYS Department of Health review is most likely required for the food service. Andy said we will add that comment to the letter going back to the Village.

5. Town of Clayton, Delukes - Site Plan Review for two greenhouse additions, JCDP File # T Cl 4 - 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 two additions to a greenhouse/winery business that will be of the same design and appearance as the buildings are now.

Applicant is adding a 40 x 40 addition on one end of a greenhouse extending it, and the other is a 10 x 140 foot addition in front of three greenhouses essentially connecting them.

6. Town of Pamela, N&M Development, LLC Site Plan Review for a storage building on Lawler Drive, JCDP File # T Pa 2 - 22.

Sara presented the project to the Board. She presented the locator map, aerial photo, site photos, and site plan. She described the area of the addition of a pre-engineered metal storage building, and how the applicant will be moving a lot line to allow for the addition.

A permit from the Jefferson County Code Office is required.

In order to meet setback requirements, a lot line adjustment is proposed along the east side which requires Town of Pamela Planning Board approval. The local board should require the applicant file the approved lot line adjustment map with the County Clerk within 62 days to properly transfer the property.

The local board should ensure there is adequate parking provided. The site plan should depict all parking. Additionally, if parking is located in front of the building, it should be adequately screened from neighboring parcels.

The Environmental Assessment Form (SEQR) indicates the project may be located in or adjacent to an area designated as sensitive for archeological sites. The local board should ensure this is addressed accordingly.

7. City of Watertown, Northern Credit Union, Site Plan Review for an ITM, JCDP File # C 6 – 22

Sara presented the project to the Board. Proposing an Internet Teller Machine. She presented the locator map, aerial photo, site photos, and site plan. She described the parcel, neighborhood and site plan including parking, traffic flow, and landscaping proposed.

A Highway Work Permit from NYS DOT is required for any new entrance onto State Route 12 (State Street). The Environmental Assessment Form (SEQR) indicates the project may be located in or adjacent to an area designated as sensitive for archeological sites. The local board should ensure this is addressed accordingly.

8. Town of Watertown, Lundy Construction, LLC. Site Plan Review for two 29,300 Office/manufacturing businesses, Lot 10 and Lot 11 of the Jefferson County Corporate Park, JC DP # 9 & 10 - 22.

Sara presented the project to the Board. She showed the location map, aerial photo, site photos, and both site plans, for each lot/project. She said that the applicant proposes an office/manufacturing businesses on two lots where the building designs, layout of parking areas, etc mirror each other.

Lot 10 comments:

A Highway Access permit is required from Jefferson County Highway Department.

A building permit is required from Jefferson County Code Office.

Any proposed lighting should incorporate dark sky compliant fixtures to limit potential glare impacts for pilots utilizing the Watertown International Airport.

The applicant should complete FAA Form 7460-1 (Notice of Proposed Construction or Alteration) as the project site is located within the geographic boundaries of the airport's FAR Part 77 surfaces.

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

Local:

The Neighborhood Commercial zoning district specific site plan review design guidelines include:

- Parking areas shall be located to the rear or sides of structures.

- A pedestrian walkway is required within the front yard landscape buffer.

- Landscaped islands and other pervious surfaces on the site shall be used as opportunities to treat stormwater. The project proposes "drainage basins" to address drainage. The site is located within the Watertown Airport's Hazardous Wildlife Avoidance Area, where the FAA recommends not siting wildlife attractants such as detention ponds that can hold standing water. Retention ponds or other forms of green infrastructure are preferred.

Lot 11:

A Highway Access permit is required from Jefferson County Highway Department.

A building permit is required from Jefferson County Code Office.

Any proposed lighting should incorporate dark sky compliant fixtures to limit potential glare impacts for pilots utilizing the Watertown International Airport.

The applicant should complete FAA Form 7460-1 (Notice of Proposed Construction or

Alteration) as the project site is located within the geographic boundaries of the airport's FAR Part 77 surfaces.

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

Local:

The Neighborhood Commercial zoning district specific site plan review design guidelines include:

- Parking areas shall be located to the rear or sides of structures.
- A pedestrian walkway is required within the front yard landscape buffer.
- Landscaped islands and other pervious surfaces on the site shall be used as opportunities to treat stormwater. The project proposes "drainage basins" to address drainage. The site is located within the Watertown Airport's Hazardous Wildlife Avoidance Area, where the FAA recommends not siting wildlife attractants such as detention ponds that result in standing water. Retention ponds or other forms of green infrastructure are preferred.
- The Sign Law limits signs to one per site, while two are shown on the plans.

9. L2 LLC, Town of Watertown – Site plan Review for a 12,000 retail strip building, JC DP# T Wa 12 - 22.

Sara presented the project to the Board. She showed the location map, aerial photo, site photos, and both site plans, one for each lot. She said that the applicant proposes a 12,000 square foot retail strip building.

A Stormwater Pollution Prevention Plan and a Jefferson County Building Permit are required as the disturbed area is over 1 acre. Also, an Agricultural Data Statement is required because the site is located within 500 feet of a NYS certified Agricultural District.

Sara continued, the Short EAF states stormwater will flow onto adjacent properties. The site plan depicts drainage arrows which may be impeded by the dumpsters and driveways. The Town Engineer should review the site's overall drainage and ensure the proposed swales and drainage basin areas are sufficient and that neighboring parcels are not adversely affected.

The Neighborhood Commercial zoning district specific design guidelines include:

Parking areas shall be located to the rear or sides of site structures.

Landscaped islands and other pervious surfaces on the site shall be used as opportunities to treat stormwater. The project proposes a "storage drainage basin" to address drainage. The site is located within the Watertown Airport's Hazardous Wildlife Avoidance Area, where the FAA recommends not siting wildlife attractants such as detention ponds that result in standing water. Retention ponds or other forms of green infrastructure are preferred.

Access points should maintain 500 feet of separation while this project proposes two access points approximately 350 feet apart. The second access is on a reverse curve which presents a

safety hazard if a large events venue is constructed immediately to the south. The local board should consider allowing only one access point located farther to the north.

Pedestrian connections should be provided along the main roadway and between adjacent developments (BOCES and the future events venue to be located to the south).

Impervious surface (maximum 50%) should be identified on the site plan.

Lighting shall be dark sky compliant.

Motion: To accept staff recommendation to pass a motion of local concern only for the projects 2 (Alex Bay), 3 (Clayton), 5 (Pamelia), 6 (City of Watertown), 7 and 8, and 10, (Town of Watertown) was made by Chairman Prosser, seconded by Charlene Mannigan and unanimously carried.

Andy reminded Board members regarding the upcoming training notice that was sent, training to be held on Tuesday September 20 and 6:30.

Andy also talked about the potential for meeting in person vs. virtual, and discussed the need for the state to extend the emergency status to allow us to continue to meet virtually, which would have the best likelihood of the Board establishing a quorum. Staff will keep the Board posted on that.

Adjournment

Lisa L'Huillier made a motion to adjourn the meeting at 5:07 p.m., seconded by David Prosser, and it was unanimously carried.