

## MEETING MINUTES

### JEFFERSON COUNTY PLANNING BOARD

April 25, 2023

MEMBERS PRESENT: David Prosser, Chairman, Lisa L’Huillier, Vice-Chairperson, Donna Dutton, Randy Lake, George Yarnall, Dwight Greene

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

PUBLIC PRESENT: Peter Price

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 March 28, 2023 MEETING MINUTES: Chairman Prosser asked members if they had any comments or changes to the March 28, 2023 meeting minutes. A motion to accept the meeting minutes was made by Dave Prosser, seconded by Donna Dutton, and carried unanimously.

COMMUNICATIONS: Chairman Prosser asked if there were any outside communications. Sara stated that the Town of Lyme’s referral for a use variance has been withdrawn. Andy stated that a letter was received from Gary Rhodes regarding the Henderson 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 Clayton, Donna Jenis, Dog Kennel, Special Permit, JCDP File # T CI 1 - 23.

Sara presented this project to the Board. She showed the location map, aerial photo, site photos, and site plan.

There were no state/county comments. Under local review comments she said:

The local board should request the applicant submit a new site plan that clearly depicts existing and new structures. The site plan submitted is hard to read.

The Town’s Zoning Law has several terms that relate to animals.

Kennels and Animal Care Facilities are defined but are not listed in any of the zoning districts.

Animal Hospital is not defined but is listed under the AR District.

Animal Care Facility has specific regulations.

She said the town should review the definitions, the terms listed in the schedule and the specific regulations for such uses and clarify which uses are allowed in each district.

The local board should request more information about the dog runs to determine potential impacts from noise for the area residences.

2. Village of Dexter, Garrett Ives, Site Plan Review, used car lot, JCDP File # V Dex 1-23

Sara presented the project to the Board. She showed the location map, aerial photo, site photos, and site plan.

There were no state/county review comments. Under local comments she said:

The local board should request the applicant submit a site plan to scale that clearly depicts the vehicles for sale spaces in order to determine that there is adequate traffic circulation.

The local board should consider requiring landscaping and buffering.

The local board should ensure any new signage be reviewed as part of the special use permit process.

The local board should consider reducing the amount of access to Lakeview Drive so that there is only one or two points of entry to better control access by reducing the number of potential conflict points along this roadway. The local board should discuss this with the Village DPW.

3. Town of Henderson, Seville Development, Site Plan Review, Dollar General JCDP File # T He 1-23

Andy presented the project to the Board. He showed the location map, aerial photo, site photos, and site plan.

Lisa requested the applicant show the location of snow storage.

Donna was concerned if there was adequate space for tractor trailers making deliveries, in particular, if vehicles w boat trailers were also utilizing the site.

George requested we add a comment regarding the adequacy of the drainage and Agricultural District presence, if applicable.

Under county/state review comments he said:

A NYS DOT Highway Work Permit is required for the new use.

A Jefferson County Building Permit is required for the new building.

Under local review comments he said:

The local board should determine whether the proposed landscaping is adequate to buffer the parking areas along NYS Route 3 as the highway constitutes the Great Lakes Seaway Trail

Scenic Byway. It is recommended that something similar to the trees planted along the self-storage property to the south be used for this project.

The local board should also ensure the proposed lighting fixtures minimize glare on neighboring properties and the public roadway, including the nearby road intersection.

4. Town of Orleans, Dylan Morrow, Site Plan Review, Campground, JCDP File # T Or 1-23.

Andy presented the project to the Board. He showed the location map, aerial photo, site photos, and site plan.

Donna stated that the applicant adequately addressed all of the neighbors' concerns at the Town of Orleans last Planning Board meeting.

Under county/state review comments he said:

A County Highway Permit is required for the change in use.

Jefferson County Building permits are required for structures other than for storage under 144 square feet, or for play structures and are being reviewed as well as the proposed privies.

Under local review comments he said:

The description of the project appears to fall under the zoning ordinance definition of Campground. However, if the proposed recreational trails or facilities are open to the public to use when not camping then that portion of the use would fall under the definition of Recreational Facility, Public or Private. The local board should determine how they will review this project and what standards will be used.

If the Town uses the campground standards then a 200 foot setback from side and rear lot lines would be required and the access road would need to be a minimum of 24 feet wide.

If the project cannot meet the 200 foot setback due to the odd shape of the lot, then the applicant could apply for an area variance. If the variance process occurs, the local board should weigh the applicable NYS Town Law tests for an area variance.

Motion: To accept staff recommendation to pass a motion of local concern only for project #4 was made by Dave Prosser, seconded by George Yarnall and unanimously carried.

Motion: To accept staff recommendation to pass a motion of local concern only for projects 1 & 2 was made by Dave Prosser, seconded by Lisa L'Huillier and unanimously carried.

### Adjournment

Lisa L'Huillier made a motion to adjourn the meeting at 5:09 p.m., seconded by Dave Prosser, and it was unanimously carried.