

## MEETING MINUTES

### JEFFERSON COUNTY PLANNING BOARD

June 27, 2023

MEMBERS PRESENT: David Prosser, Chairman, Lisa L’Huillier, Vice-Chairperson, Donna Dutton, Randy Lake, George Yarnall, Deb McAtee, Jon Storms

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

PUBLIC PRESENT: None

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 April 25, 2023 MEETING MINUTES: Chairman Prosser asked members if they had any comments or changes to the April 25, 2023 meeting minutes. A motion to accept the meeting minutes was made by George Yarnall, seconded by Dave Prosser, and carried unanimously.

COMMUNICATIONS: Chairman Prosser asked if there were any outside communications. Andy said no.

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. Village of Black River, Moratorium on solar energy facilities, JCDP File # V BR 1 – 23

Sara presented this project to the Board. She described the NYS DOS criteria for establishing a land use moratorium and how each one was addressed by the Village.

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

The local board should ensure the proposed moratorium meets NYS DOS’s criteria for land use moratoria prior to adoption.

Motion: To accept staff recommendation to pass a motion of approval for the project was made by Dave Prosser, seconded by Deb McAtee, and carried with Randy Lake abstaining.

###### 2. Town of Clayton, Moratorium on solar energy facility reviews and construction, JCDP File # T CI 2 - 23

presented this project to the Board. He described the NYS DOS criteria for establishing a land use moratorium and how each one was addressed by the Town.

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

The local board should ensure the proposed moratorium meets NYS DOS's criteria for land use moratoria prior to adoption.

Motion: To accept staff recommendation to pass a motion of approval for the project was made by Dave Prosser, seconded by Lisa L'Huillier, and carried unanimously.

### 3. Town of Theresa, Solar Energy Facility Regulations, JCDP File # T Th 1 - 23

Sara presented the project to the Board. She showed slides that summarized the regulations.

She described general formatting edits.

The definitions for roof-mounted and ground-mounted should be general and not refer to on-site or off-site consumption.

All Ground-Mounted panels should be limited to a specific number of feet in height as opposed to what the underlying zoning district allows.

The Zoning Law's required setbacks vary for primary uses verses accessory uses; the solar law should identify which setbacks are required for Ground-Mounted SES.

The local board should state whether or not Large-Scale SES are permitted within the BC Zoning District.

The required plans for a Large-Scale SES should also depict at a minimum, the location of all utility lines, the point of interconnection, equipment and pads, inverters, battery storage components, access roads, proposed and existing vegetation and landscaping.

The local board should require a landscape plan for Large-Scale SES.

Allow for a height exception when Large-Scale SES incorporate agricultural activities under the panels.

Add the following requirements to the Special Use Permit criteria for Large-Scale SES:

Glare Hazard Analysis for 1+ MW projects.

Ft Drum notification.

Watertown International Airport notification.

Agricultural soils.

Native perennial vegetation.

Road Maintenance Agreement.

Noise.

Side and rear yard setback exemptions when the project includes multiple contiguous lots.

Emergency Operations Plan.

Motion: To accept staff recommendation to pass a motion of approval with conditions for the

project was made by Dave Prosser, seconded by Donna Dutton, and carried unanimously.

The Board adopted a motion recommending approval with conditions:

- 1) Edit the definitions of SES as discussed above,
  - 2) Require a Glare Hazard Analysis for projects 1 MW and greater,
  - 3) Notify Fort Drum and Watertown International Airport and provide copies of all correspondence received, and
  - 4) Add regulations to minimize the impact on priority agricultural soils.
4. Town of Pamela, Ricky VanTassel, Site Plan Review, Campground, JCDP File # T Pa 1 - 23.

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

County/State related comments:

A Jefferson County Building Permit is required.

Local related matters presented:

The local board should ensure the applicant depicts the location of parking spaces, snow removal, and any new lighting on the site plan.

The local board should ensure there is an adequate number of parking spaces that meet the dimensional requirement of 9 by 20 feet.

5. Town of Rodman, Kirk and Jessica Bast, Special Use Permit, dog kennel, JCDP File # T Ro 1 - 23.

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

County/State related comments:

A Jefferson County Building Permit is required.

Local related issues identified by staff:

The local board should ensure that the applicant details the dimensions of the new building accurately on the site plan. The 24 by 30 foot garage is label as 17 by 30 foot on the site plan.

The local board should require that the site plan depict the location of the portable water storage tank, the in-ground waste disposal, and the outdoor spotlight.

The local board should ensure that the in-ground waste disposal for dog waste is adequate and compatible with geologic, hydrologic, soil & weather conditions of the site.

The local board should request the driveway be modified to allow adequate interior circulation and safety so as to avoid vehicle backing movements onto Williams Road.

6. City of Watertown, Watertown Savings Bank, Area Variance for signage, JCDP File C 2 - 23

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

County/State related comments:

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 General City Law.

Motion: To accept staff recommendation to pass a motion of local concern only for project #4, 5 and 6 was made by Dave Prosser, seconded by George Yarnall and unanimously carried.

Andy briefly reminded the Board members that we'll be considering a remote location for one month this summer, as suggestions and interest warrants.

Adjournment

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