

MEETING MINUTES

JEFFERSON COUNTY PLANNING BOARD

(Held at the Watertown International Airport)

July 25, 2023

MEMBERS PRESENT: David Prosser, Chairman, Lisa L’Huillier, Vice-Chairperson, Donna Dutton, Dwight Green, George Yarnall, Deb McAtee

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

PUBLIC PRESENT: John Stinson, Rodman PB Chair
Bill Anterline, Rodman PV, LLC (Solar project rep)
Grant Sussey, Aviation Services Director
Criag Fox, Watertown Daily Times

Prior to Grant’s airport presentation and walking tour, Andy introduced John Stinson, the Planning Board Chair for the Town of Rodman as a new member of the County Planning Board to be appointed this summer, who will be available for the August meeting.

CALL TO ORDER AND ESTABLISHMENT OF QUORUM: Chairman Prosser opened the meeting at 5:00 p.m. and stated that a quorum was present. This was after Grant Sussey made a presentation to the Board, regarding Watertown International Airport recent trends and facility improvements.

APPROVAL OF THE June 27, 2023 MEETING MINUTES: Chairman Prosser asked members if they had any comments or changes to the June 27, 2023 meeting minutes. A motion to accept the meeting minutes was made by Lisa L’Huillier, 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. Town of Rodman, Special Use Permit for a 3 MW community distributed solar energy facility, JCDP File # T Ro 2 – 23

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

County/State related comments:

A Jefferson County Highway Work Permit request has been initiated for the access drive.

A Glare Hazard Analysis was completed and forwarded to Fort Drum Staff. A letter was returned indicating no objection to proceeding with the project.

The Watertown International Airport, Director of Aviation should be notified of the project details to ensure feedback is provided in a timely manner.

The FAA Part 77 surfaces response letter was included with the application indicating a Determination of No Hazard to Air Navigation.

A Phase 1A Archaeological Survey was completed for the site and it was determined that Phase 1B testing is not warranted in the area.

A SWPPP was submitted with the application.

Under local review comments he said:

While the Town Solar regulations may not have a minimum access drive width, the local board should ensure the access will provide adequate emergency vehicle access throughout the project.

Motion: To accept staff recommendation to pass a motion of approval for the project was made by Dave Prosser, seconded by Donna Dutton, and carried.

2. Village of Cape Vincent, Site Plan Review to convert a former office to a 24-hour ambulance service with garage addition, JCDP File # V CV 1 - 23

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

County related comment, a Jefferson County Building Permit is required.

Under local review comments he said:

The local board should ensure that there is adequate parking provided and that the parking spaces are depicted on the site plan.

The local board should ensure any proposed signage meets the criteria set forth in the Zoning Law.

Dwight asked about any proposed lighting, Sam said there wasn't any shown on the site plan.

3. Town of Clayton, Special Permit to rebuild the bar/restaurant, JCDP File # T CI 3 - 23

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

County related comment, she said the proposed restaurant and bar requires approval from NYS Department of Health.

The proposed bar requires a liquor license from the NYS Liquor Authority.

Locally related comments: The Hamlet Zoning District requires a 30 foot front yard setback measured from the property line. The local board should ensure the setback is met.

The Town's Zoning Law requires 1 parking space per 50 square feet of patron space. The local board should require a floor plan and square footage data to determine that the proposed parking is adequate.

Trash enclosures should be properly screened.

The local board should ensure any proposed signage meets the criteria set forth in the Zoning Law.

The Town's Zoning Enforcement Officer should determine if the project is located within a 100 year flood plain. A flood plain permit may be necessary.

4. Town of LeRay, Travani Construction, Site Plan Review to renovate an existing building to be office space for a construction company, JCDP File # T Le 7 - 23.

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

County/State related comments:

The NYS Department of Transportation should be contacted as a NYS DOT Highway Work Permit will be required for the change of use. The access to State Route 3 should be improved by limiting both accesses to a standard commercial driveway width.

A Jefferson County Building Permit may be required.

Local related matters presented:

The local board should consider landscaping along the side yards to buffer the adjacent residences.

5. Town of Watertown, Centerline Communications, New Cingular Wireless, Special Use Permit to replace existing cellular antennae, JCDP File # T Wa 6 - 23.

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

County/State related comment:

The local board should require the applicant to submit a 5G C band study to the FAA to ensure compatibility with Watertown International Airport aircraft.

Motion: To accept staff recommendation to pass a motion of local concern only for project #1, 2, 3, and 5 was made by Dave Prosser, seconded by Deb McAtee and unanimously carried.

Andy briefly reminded the Board members that there will be a JCC Training session held on September 26 presented by the Department of State, subject yet to be determined.

Adjournment

Lisa L'Huillier made a motion to adjourn the meeting at 5:55 p.m., seconded by Dave Prosser, and it was unanimously carried.