

**MEETING MINUTES**

**JEFFERSON COUNTY PLANNING BOARD**

**Watertown International Airport (Business Aviation Bldg.) -  
Dexter, New York**

**October 31, 2023**

**MEMBERS PRESENT:** David Prosser, Chairman, Lisa L'Huillier, Vice-Chairperson, George Yarnall, Donna Dutton, Jon Storms, John Stinson, Jean Waterbury

**STAFF PRESENT:** Andy Nevin, Senior Planner  
Sam Wilson, Assistant Planner

**PUBLIC PRESENT:** None

**CALL TO ORDER AND ESTABLISHMENT OF QUORUM:** Chairman Prosser opened the meeting at 4:01 p.m. and stated that a quorum was present.

**APPROVAL OF THE September 26, 2023 MEETING MINUTES:** Chairman Prosser asked members if they had any comments or changes to the September 26, 2023 meeting minutes. A motion to accept the meeting minutes was made by Dave Prosser, seconded by Jean Waterbury, 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 Adams, Town Board, Zoning Amendment, Small Retail, JCDP File # T Ad 3 – 23**

Andy presented this project to the Board. He explained the proposed changes to the small retail and large retail definitions. He also reviewed the informal review process for certain small retail projects.

County/State related comments:

NYS Town Law requires zoning amendments be in accordance with a locally adopted comprehensive plan.

Locally related issues:

The proposed changes should reference Article IV where small retail is regulated as opposed to Article III of the Zoning Law.

The local board should determine which zoning districts a small retail use would be allowed. By not listing small retail within the list of uses in any district, it implies it is not allowed.

The local board should consult with the Town Attorney regarding the legality of the potential informal review process vs requiring a full site plan review. Guidance or criteria should be established to ensure consistency when determining that a small retail use requires a full site plan review.

2. Town of Adams, Town Board, Zoning Amendment, Agricultural event venues, JCDP File # T Ad 4 – 23

Andy presented this project to the Board. He explained the new definition to agricultural event venue and other minor related ag operation and related definition changes.

County/State related comment:

NYS Town Law requires zoning amendments be in accordance with a locally adopted comprehensive plan.

Locally related issue:

The local board should consider establishing review criteria or standards for Agricultural Event Venues that may be within close proximity of residential properties to limit potential noise, lighting, or other impacts associated with such uses.

3. Town of Alexandria, Northern Credit Union, Site Plan Review, Bank kiosk, JCDP File # T AI 1 – 23

Andy presented this project to the Board. He explained and went over site photos, the site plan and a rendering of the atm bank kiosk that will be constructed at the edge of Price Chopper Plaza parking lot near the south eastern access to the parking lot.

Locally related comments: the local board should consider kiosk traffic integration (how well they enter and exit) given the existing traffic pattern during peak hours with potential vehicles queuing at the parking area stop sign.

With the close proximity of the kiosk exit to the stop sign, the local board should consider moving the kiosk to the west to allow more area for vehicles to stack at the stop sign without conflicting with kiosk access.

George asked whether any new lighting was proposed. Andy said there didn't seem to be any new lighting shown on the site plan.

4. Town of Clayton, Julie Thomas, Special Permit, Enclose an existing deck, JCDP File # T CI 4 – 23

Andy presented the site photos, aerial photo and site plan displaying the proposed project location and layout.

Locally related matter:

The local board should determine whether additional parking spaces are needed with the added seating capacity onsite.

5. Village of Clayton, Jeff Senecal, Special Permit, Multi-family dwelling addition, JCDP File # V CI 4 – 23

Andy presented the site photos, aerial photo and site plan displaying the proposed project location, layout and existing parking area and driveway.

Locally related issue:

The local board should request a site plan that illustrates the required number of parking spaces pursuant to the multi-family dwelling requirements of two spaces per unit.

6. Village of Clayton, Matt Turcotte, Site Plan review, Add 11 self storage units, JCDP File # V CI 5 – 23

Andy presented the site photos, aerial photo and site plan displaying the proposed project location and layout and existing parking area and driveway.

Locally related issue:

The local board should ensure the aisle spacing between the existing buildings and the proposed buildings is adequate for interior circulation.

7. Town of Pamela, Power Play Sports, Site Plan Review, Addition for a Zamboni room, locker rooms, and a storage area. JCDP File # T Pa 4 – 23

Sam presented the site photos, aerial photo and site plan displaying the proposed building location with locker rooms and existing parking area and driveway. He also displayed internal layout indicating the locker rooms, bathrooms, storage area and Zamboni room.

County/State related comment: A Jefferson County Building Permit is required.

8. City of Watertown, Michael Countryman, Use Variance, Addition to an existing non-conforming two-unit dwelling. JCDP File # C 3 – 23

Sam presented the site photos, aerial photo regarding the proposed project location, and a layout showing the existing parking area and driveway.

County/State related matters:

In order for a use variance to be granted, all of the tests found in NYS City Law for the variance must be satisfied prior to approval.

Local related issues:

The ZBA should ensure that the applicant submits a detailed site plan drawn to scale or with all measurements clearly labeled as required in the City of Watertown's Zoning Ordinance.

The ZBA should ensure that the two additional parking spaces being proposed meet the five-foot parking setback as required in the Downtown Zoning District.

9. City of Watertown, Hale's Bus Garage, LLC, Area Variance, Addition to an existing non-conforming bus garage. JCDP File # C 4 – 23

Sam presented the site photos, aerial photo and site plan displaying the proposed project location, layout and existing parking area and driveway.

County/State related matters:

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.

Local related issues:

The local board should ensure that any proposed lighting utilizes dark sky compliant fixtures.

In addition, the local board should request that the applicant submit a photometric plan to ensure that any changes will have minimal impact to adjacent properties, public streets, and the public park.

10. City of Watertown, Treehouse Child Care Center, Area Variance, Signage. JCDP File # C 5 – 23

Sam presented the site photos, aerial photo and site plan displaying the proposed project location, and rendering of the existing and proposed signage.

County/State related matters:

In reviewing the area variance for the applicant's signage, 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 projects 1 - 10 was made by Dave Prosser, seconded by George Yarnall, and carried unanimously.

11. Town of Watertown, T-Mobile Northeast, Site Plan review, Replace cellular antenna. JCDP File # T Wa 9 – 23

Sam presented the site photos, aerial photo and site plan displaying the proposed project location, layout and existing parking area and driveway.

County/State related matters: A Jefferson County Building Permit is required.

Locally related issues:

According to the Town of Watertown's Code on Wireless Telecommunication Facilities, the local board should ensure that the applicant completes a RF emissions study to provide verification that there is full compliance with the current FCC RF emissions guidelines, if the facility is not Categorically Excluded.

In addition, the local board should ensure the applicant provides signed documentation that the proposed modification will not cause physical or RF interference with other telecommunications devices.

The local board should ensure that the applicant provides the model and type of the antennas proposed, with a copy of the specification sheet; in addition, the applicant provides information on the frequency, modulation, and class of service of radio or other transmitting equipment.

Motion: To accept staff recommendation to pass a motion of local concern only for the project was made by Dave Prosser, seconded by Donna Dutton, and carried, with Jean Waterbury abstaining.

#### Adjournment

Lisa L'Huillier made a motion to adjourn the meeting at 4:46 p.m., seconded by Dave Prosser, and it was unanimously carried.