



COUNTY PLANNING BOARD

2024

INFORMATION SHEET

County Planning Board Referrals:

The Board encourages the submission of site plan/special permit referrals that are **drawn to scale, show existing features, and indicate proposed improvements to the site**. It is only with an accurate depiction of the project site and proposed changes that the CPB can accurately identify potential county-wide or inter-municipal impacts for each referral.

Therefore, to maintain effective local and County Planning Board review processes, municipalities should follow their local submittal requirements and refer plans that meet the intent of the “full statement” provisions described on the next page.

Complete application information benefits the local review process and enables CPB members to identify potential issues effectively, allowing better suggestions to be made by either board regarding any needed site or project aspects.

Local boards should require and accept plans that are drawn to scale, show the complete site, and illustrate existing and proposed structures and site improvements. Local boards should use a checklist to assist in determining whether an application is complete.

Referral Notice:

The County Planning Board requires municipalities to complete the County Referral Notice when sending a project in for review. **The notice is now a fillable pdf** and may be accessed from the Jefferson County Website by going to www.co.jefferson.ny.us, clicking on **Departments**, and then clicking on **Planning**. When the local official refers a project to the CPB for review, the referral should include a “**full statement**” of the proposed action.

Full Statement:

According to NYS GML Section 239-m, a “full statement” of the proposed action includes all materials required by and submitted to the local board as an application. This includes the completed SEQR form as well as all other materials required to make a determination of significance pursuant to the State Environmental Quality Review Act. When the proposed action is the adoption or amendment of a zoning ordinance or law, the “full statement of such proposed action” also includes the complete text of the proposed ordinance or local law as well as all existing provisions to be affected thereby, if any.

County Planning Board Action:

After receiving a referral of the proposed action, the County Planning Board shall, within 30 days (or longer as mutually agreed upon), report its recommendation to the local board. If the CPB does not respond within 30 days from the time it received a full statement on the proposed action, then the local board may act without such a report. However, if the CPB report is received after such 30 days but two or more days prior to final action by the referring body, then the local board shall take into consideration the CPB report. If such report recommends modification or disapproval of the proposed action, then the referring body may act contrary to the County Planning Board’s recommendation only by a majority-plus-one vote of the board and after giving an explanation of the reasons for such action.

Municipal Board Action:

The Local Board may act only after the County Planning Board’s decision has been issued and must consider the CPB recommendations prior to its final decision. Therefore, local approvals contingent upon the County review would violate this requirement.

Local Board Filing:

Within 30 days after final action, the referring body shall file a report of the final action it has taken with the County Planning Board. A referring body which acts contrary to a recommendation of modification or disapproval of a proposed action shall set forth the reasons for the contrary action in such report.

Exemption of Matters of Local Concern:

Your municipality may have adopted an Exemption Resolution where some minor activities are not required to be sent to the County Planning Board. See your Clerk or call County Planning to determine if your municipality has adopted this resolution.

What happens if a referral is not made or the local decision is made out of sequence?

Neglecting to refer a land use action pursuant to General Municipal Law may constitute a “procedural or jurisdictional error” that could legally invalidate the local municipality’s land use decision.

Sending a referral, but not waiting to consider the County Planning Board recommendation would be procedurally deficient as well. In a court challenge, the local decision on an application may be nullified. To clarify any of these issues, the municipality or local board may wish to consult with its attorney.

County Planning Board Referrals—239m Trigger Actions

NYS General Municipal Law Section 239-m states that any town, village, or city, which:

- ⇒ Adopts or amends a zoning law or ordinance; or
- ⇒ Adopts or amends a comprehensive plan; or
- ⇒ Issues a special permit; or
- ⇒ Approves a site plan; or
- ⇒ Grants a use or area variance,

MUST REFER such actions to the County Planning Board prior to taking any final action thereon...

239m Trigger Areas

IF the real property affected by this action lies within 500 feet of the following:

- The boundary of any city, village, or town; or
- The boundary of any existing or proposed County or State Park or any other recreation area; or
- The right-of-way of any existing or proposed County or State road, highway, parkway, or roadway; or
- The existing or proposed right-of-way of any stream or drainage channel owned by the County or for which the County has established channel lines; or
- The existing or proposed boundary of any county or state-owned land on which a public building or institution is situated; or
- The boundary of a farm operation located in a NYS Certified Agricultural District.

LOCAL BOARD MEMBER TRAINING - AVAILABLE ONLINE!

Planning Board and Zoning Board of Appeals members are required by NYS Law to receive a minimum of four hours of training every year. Each municipality determines acceptable training formats for training credit.

The Jefferson County Planning Department has past training sessions available on-line at:

<https://co.jefferson.ny.us/Planning>

The Tug Hill Commission has training sessions available on-line at: <https://tughill.org/services/training/>

Alternately, the NYS Department of State Land Use Training Unit offers on-line land use training courses. For more info, visit the New York State Department of State’s website: <https://dos.ny.gov/training-assistance>

If your municipality is a member of the NY Planning Federation, you may access the NYPF website for videos.

Jefferson County Planning Board Meeting Schedule 2024

| Submission Deadline | | | Meeting Date | | |
|---------------------|-----------|----|--------------|-----------------|-----------|
| Thursday | January | 18 | Tuesday | January | 30 |
| Thursday | February | 15 | Tuesday | February | 27 |
| Thursday | March | 14 | Tuesday | March* | 26 |
| Thursday | April | 18 | Tuesday | April | 30 |
| Thursday | May | 16 | Tuesday | May | 28 |
| Thursday | June | 13 | Tuesday | June | 25 |
| Thursday | July | 18 | Tuesday | July | 30 |
| Thursday | August | 15 | Tuesday | August | 27 |
| Thursday | September | 12 | Tuesday | September | 24 |
| Thursday | October | 17 | Tuesday | October* | 29 |
| Thursday | November | 14 | Tuesday | November | 26 |
| Thursday | December | 19 | Tuesday | December | TBD |

**4:00 pm LAST TUESDAY of every month. 2nd Floor Conference Room.
175 Arsenal Street, Watertown, NY**

*** March & October meetings will be held at the Watertown International Airport.**

JEFFERSON COUNTY PLANNING BOARD MEMBERS

| | | | |
|-----------------------------|-----------------|--------------|--------------|
| David Prosser, Chair | John Stinson | Deb McAtee | John Stano |
| Lisa L'Huillier, Vice-Chair | Jean Waterbury | Randy Lake | Neil Katzman |
| Jon Storms | Richard Nuijens | Donna Dutton | |

JEFFERSON COUNTY PLANNING DEPARTMENT STAFF

| | |
|---------------------------------|---|
| Michael J. Bourcy, Director | Sara Freda, Community Development Coordinator |
| Andy Nevin, AICP Senior Planner | Sam Wilson, Assistant Planner |
| Michelle Bunny, GIS Specialist | |

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www.co.jefferson.ny.us ↪ departments ↪ planning