

## MEETING MINUTES - GOOGLE MEETING

### JEFFERSON COUNTY PLANNING BOARD

May 26, 2020

MEMBERS ON-LINE: David Prosser, Chairman, Dwight Greene, Art Baderman, Jon Storms, Deb McAtee, Lisa L'Huillier, George Yarnall, Randy Lake, and Clif Schneider

STAFF PRESENT: Michael Bourcy, Director  
Andy Nevin, Senior Planner  
Sara Freda, Community Development Coordinator  
Erin Ermine, Assistant Planner

PUBLIC PRESENT: Geoff Urda, City Planner

CALL TO ORDER AND ESTABLISHMENT OF QUORUM: Chairman Prosser opened the meeting at 4:00 p.m. and stated that a quorum was present on the Google Meeting.

APPROVAL OF THE February 26, 2020 MEETING MINUTES: Chairman Prosser asked members if they had any comments or changes to the February 26, 2020 meeting minutes. A motion to accept the meeting minutes was made by David Prosser, seconded by Lisa L'Huillier and carried unanimously.

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

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:

Michael Bourcy discussed how the staff would proceed with the project reviews on google meet.

#### A. General Municipal Law, Section 239m Referrals:

1. City of Watertown, Zoning Amendment to rezone seven parcels to Planned Development District, The ARC of Jefferson and St. Lawrence Counties, JCDP File # C 4 - 20 Erin Ermine presented this project to the Board stating that the applicant proposes to rezone their parcels to Planned Development District in order to accommodate a proposal to expand and reconfigure existing parking lots and internal traffic patterns. The Board is reviewing this due to its proximity to the City Boundary.

Erin showed an aerial of the project and surrounding area. She also displayed a map showing the existing zoning for the area and identified the parcels.

She stated that New York State City Law requires zoning amendments to be made in accordance with an adopted Comprehensive Plan.

2. City of Watertown, Proposal to expand and reconfigure existing parking lots, The ARC of Jefferson and St. Lawrence Counties, JCDP File # C 5 - 20 . Erin Ermine presented this project to the Board stating the applicant is requesting site plan approval to expand and reconfigure existing parking lots and alter traffic flow to enhance the ability of people to pick-up and drop off as needed. The Board is reviewing this due to its proximity to the City Boundary.

Erin showed the project location on an aerial indicating the proposed changes to the existing parking areas. She displayed the site plan pointing out the access drive areas as well as areas for parking lot reconfiguration, expansion, and the two pick-up and drop off areas to be incorporated or altered.

County/state related comments were that the proposed lighting should incorporate dark sky compliant fixtures, to limit potential glare impacts for pilots on approach to the Watertown International Airport.

Locally related comments involved the sidewalk along Gaffney Drive should be extended to both ends of the new parcel line to provide sidewalk connections to adjacent parcels.

Also, the local board should consider traffic calming measures to discourage people from using the parking lot as a traffic cut-between Gaffney Drive and Glenn Avenue.

David Prosser asked how the City determines the number of parking spaces needed for this use? Geoff Urda (City Planner) stated the City Planning Dept considers this use to be an Educational Use, and said they probably exceed the number of spaces needed according to the zoning ordinance.

3. Town of Watertown, Site Plan Review, Lundy Development and Property Management., JCDP File # T Wa 3 - 20. Sara Freda presented this project to the Board stating the applicant proposes to construct an 8,000 square foot warehouse and fabrication facility on lot 2b of the Jefferson County Industrial Park. The Board is reviewing this due to its proximity to County Route 200. The Board previously reviewed a proposed project on this site.

County/State related issues include a Jefferson County Building permit will be required for the proposed building.

The proposed lighting should incorporate dark sky compliant fixtures to limit potential glare impacts for pilots on approach to the Watertown International Airport. The applicant should submit a photometric plan to assist the local board in gauging any potential light impacts.

The Stormwater Pollution Prevention Plan (SWPPP) for the previous proposal on this site should be modified to incorporate the changes.

An agricultural data statement is required as the property is located within 500 feet of an agricultural operation with a NYS Certified Ag District.

Local related issues Sara identified included:

The site plan depicts a lease line between Lots 2a and 2b. The applicant has submitted a subdivision application to the Town. The local board should require the site plan to be updated to show the new property lines before final approval.

In the Neighborhood Commercial District, a landscaped buffer between twenty-five and fifty feet in width is required along the highway pursuant to the local zoning requirements. The local board should determine whether the proposed landscaping meets the intent of the landscaped buffer provisions. Landscaping should also be provided along the western property line.

Also, a pedestrian way is required to be provided with the landscape buffer according to the local law.

The Town should ensure the applicant provides an adequate amount of parking to accommodate the proposed use. If more spaces are required, their location should be identified on the site plan.

4. Town of Watertown, Lundy Development and Property Management, Site Plan Review, JCDP File # T Wa 4 - 20. Sara Freda presented this project to the Board stating the applicant proposes construction of a 16,000 square foot warehouse and distribution facility on Lot 10 of the Jefferson County Industrial Park. The Board is reviewing this due to its proximity to County Route 200.

County/State issues are that a Jefferson County Building Permit is required for the proposed building and a Jefferson County Highway Access Permit is required for the new driveways.

The proposed lighting should incorporate dark sky compliant fixtures to limit potential glare impacts for pilots on approach at the Watertown International Airport.

A Stormwater Pollution Prevention Plan (SWPPP) is required as more than one acre will be disturbed.

Locally related matters:

The town zoning law requires 500 feet of separation between driveways onto the highway in the Neighborhood Commercial Zoning District.

A pedestrian walkway is required within the required front yard landscaped buffer.

The Town should ensure the applicant provides an adequate amount of parking for the anticipated use and to include handicap spaces, which are not shown on the site plan.

The Neighborhood Commercial District regulations states that parking shall be located to the rear and sides of the buildings. The site plan shows parking in the front.

Overall drainage patterns should be depicted on the site plan to ensure neighboring properties are not adversely impacted.

Chairman Prosser reviewed the staff recommendations that the County Planning Board pass a motion of local concern only for projects #1 – 4, with the comments as stated for each project.

Motion: To accept staff recommendation to pass a motion of local concern only for projects #1 - 4 was made by David Prosser, seconded by Art Bateman, and unanimously carried.

B. Intergovernmental Reviews

1. Carthage Area Hospital – Town of Champion, USDA, JCDP File # 5 - 2020. The Hospital is applying for a \$60 million dollar Community Facilities Loan to replace their existing hospital and build an outpatient health clinic.

The Board stated that a letter of support be sent back to the applicant.

C. Other Business

none

Adjournment

Lisa L'Huillier made a motion to adjourn the meeting at 5:08 p.m. and seconded by David Prosser.