

MEETING MINUTES

JEFFERSON COUNTY PLANNING BOARD

August 25, 2020

MEMBERS PRESENT: David Prosser, Chairman, Dean Gillan, Vice-Chairman, Art Baderman, Jon Storms, Bill Ferguson, Lisa L'Huillier, Randy Lake

STAFF PRESENT: Michael Bourcy, Director
Erin Ermine, Assistant Planner

PUBLIC PRESENT: Tom Valentine, Village of West Carthage
Michael Bogart, Town of Orleans
Dorothy Wolff, Village of West Carthage, NFCU
Nathan Hunter, Village of West Carthage, NFCU

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 JULY 28, 2020 MEETING MINUTES: Chairman Prosser asked members if they had any comments or changes to the July 28, 2020 meeting minutes. A motion to accept the meeting minutes was made by Dean Gillan, seconded by Art Baderman 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:

A. General Municipal Law, Section 239m Referrals:

1. Village of West Carthage, Site Plan Review and Area Variance, Northern Federal Credit Union, JCDP File # V WC 1/1a – 20. Erin Ermine presented this project to the Board stating that the applicant proposes a rear addition to increase the lobby area to allow for COVID precautions. The Board is reviewing this due to its proximity to NYS Route 126.

Erin showed the location on Bridge Street in West Carthage. She explained the purpose was to expand the inside area to accommodate social distancing within the building. The area variance is required to accommodate a 13-foot setback instead of the required 20 feet. She reviewed the submitted site plan, highlighting that the entrance onto NY 126 will be removed. There is a shared access with the neighboring convenience store. She said that an existing shed will be moved and the in-ground solar panels will be relocated.

County/State issues included a NYS Department of Transportation Highway Work Permit and a Jefferson County Building Permit will be required.

In addition, 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 Town Law.

Local issues Erin highlighted were that the site plan indicates that the existing solar panels and shed will be relocated, but does not specify the location. The site plan should reflect these relocations. The local board should also consider pedestrian access to the bank from the sidewalk.

In response to Erin's comments, the representative stated the shed would be relocated to another bank location and the solar panels would be relocated to the roof of the drive through. Due to the roof's design, the panels would be unseen at that location.

Randy Lake asked about snow storage and it was stated the site is snowplowed and then snow is hauled off site as needed.

Chairman Prosser asked if they have a lifelong easement as their parcel would become land locked with the removal of their Bridge Street access and the representative confirmed that they did.

A representative from the Bank spoke and said these changes were always in the plans, but Covid restrictions just pushed it forward in their priorities. He also mentioned the entrance/exit for pedestrians would remain the same.

Chairman Prosser reviewed the staff recommendation the County Planning Board pass a motion of local concern only, with the comments as stated above.

Motion: To accept staff recommendation to pass a motion of local concern only was made by Dean Gillan, seconded by Bill Ferguson, and unanimously carried.

2. Town of Orleans, Site Plan Review, Michael Bogart, JCDP File # T Or 4 - 20. Erin presented this project to the Board stating the applicant proposes to construct a 7,920 square foot cold storage boat facility. The Board is reviewing this due to its proximity to NYS Route 12.

Erin showed the project location on the site map and stated it was in the Business District. The site plan shows the building location on the site and the entrance/exit. There is no utilities planned, as it is cold storage only.

Dean Gillan asked if there would be any outdoor storage and the applicant, Mr. Bogart, stated he was not planning on it, but there may be temporary outdoor storage while things are being arranged inside. He did confirm with the Town that outside storage is permitted in their zoning law. Dean asked if there would be stacking inside and Mr. Bogart stated there would not be at this time, but perhaps small watercraft in the future.

The only County/State requirement identified was a Jefferson County Building Permit would be required.

Erin commented on the following local issues:

While no electricity is proposed, solar power lighting should be considered for customer safety and property security.

Signage should be considered, in conformation with the Town Zoning Ordinance.

Landscaping is not indicated on the site plan. The Local Board should consider requiring landscaping to ensure the site has an attractive appearance.

Chairman Prosser reviewed the staff recommendation the County Planning Board pass a motion of local concern only, with the comments as stated above.

Motion: To accept staff recommendation to pass a motion of local concern only was made by Dean Gillan, seconded by Bill Ferguson, and unanimously carried.

B. Other Business

Michael stated that he was working with the Department of State for a fall training workshop He said it would be conducted as a webinar due to COVID-19.

Adjournment

Lisa L'Huillier made a motion to adjourn the meeting at 4:21 p.m. and seconded by Chairman Prosser.