

**MEETING MINUTES (Virtual-Google Meet)**

**JEFFERSON COUNTY PLANNING BOARD**

**March 30, 2021**

**MEMBERS PRESENT:** David Prosser, Chairman, Lisa L'Huillier, Vice-Chairman, Art Baderman, Clif Schneider, Jon Storms, Deb McAtee, Randy Lake, Charlene Mannigan

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

**PUBLIC PRESENT:** Erin Bischoff, Jeffrey Cohen, Tim Freitag, Kathryn McKinney, Kevin Baman, John Pirsos, Denise Young, Jen Voss, Alex Gault, Chris Phinney, Marshall Weir, Dave Zembiec, James Corriveau, Paul Van Cott, Michael Alteri, Bernier & Carr Associates

**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 FEBRUARY 23, 2021 MEETING MINUTES:** Chairman Prosser asked members if they had any comments or changes to the February 23, 2021 meeting minutes. A motion to accept the meeting minutes was made by Chairman Prosser, seconded by Art Baderman, and carried unanimously.

**COMMUNICATIONS:** Chairman Prosser asked if there were any outside communications. There was one and Michael Bourcy stated they would address it at the end of the meeting.

**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. **City of Watertown, Site Plan Review, Jefferson County Industrial Development Agency, JCDP File # C 2 – 21.** Andy Nevin presented this project to the Board stating that the applicant proposes to renovate an existing building for new YMCA facilities. The Board is reviewing this due to its proximity to NYS/County owned land. ***Lisa L'Huillier stated that she would be abstaining from this project.***

Andy showed the property location as the old Stream/Convergys building, across from the County building on Arsenal Street. Andy reviewed the current parking and site entrance with site photos. The project consists of renovations to the existing building, which will include an 11,000 square foot addition for two pools and bleacher seating.

A review of the proposed site plan showed the location of the proposed addition, along with a new parking layout (providing 11 new or additional spaces), landscaping, lightning,

and sidewalks. An interior site plan (of the level being modified) was also shown defining the layout for all the new proposed amenities offered by the YMCA.

Chairman Prosser asked if the parking lot was going to be a City public lot, or privately owned and inclusive to YMCA members. Andy referred to the project representative, Michael Alteri from BCA, who stated it would remain a City public parking lot and open to public use.

No County/State issues were identified.

Local items of consideration included the applicant indicating anticipated snow storage areas and ensuring the proposed landscaping and retained trees meet the City requirements for landscaping.

Chairman Prosser read the staff recommendation that 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 Chairman Prosser, seconded by Deb McAtee, and unanimously carried with one abstention.

2. Town of Pamela, Site Plan Review, Love's Travel Stops & Country Stores, Inc., JCDP File # T Pa 1 – 21. Andy also presented this project to the Board stating the applicant proposes a slightly larger building and parking lot expansions to a previously reviewed truck travel center with fuel sales, retail and restaurant use. The Board is reviewing this due to its proximity to NYS Route 12.

Andy reminded the Board this project was reviewed back in October, but it is being resubmitted for non-use changes. The site is located on the corner of NYS Route 12 and the Interstate - 81 Intersection in Pamela. This site plan is proposing a slightly larger building than the previous submission, a few more parking spaces in the front, with more truck parking in the rear. They have also included a larger packet for review – including a traffic study, photometric study, stormwater pollution prevention plan, signage plan, and wildlife studies.

Chairman Prosser asked if the restaurant will have internal seating or if it will be drive thru only, and if so, does it meet parking zoning requirements. The project representative, Tim Freitag from Boehler Engineering, confirmed it would have internal seating for dining in. Andy Nevin stated it is hard to determine parking with the multiple uses, but he does not believe there will be any parking issues with the number of proposed spaces.

County/State: A NYS DOT Highway Work Permit is required for the new access onto NYS Route 12. In addition, the local board should consider providing the mitigation measure recommended in the traffic study prepared by GTS Consulting in October 2020. Specifically, the westbound turning lane should be provided.

Also of note, since the traffic study was published, the project scope has changed with an increase in vehicle and truck parking spaces. The firm that prepared the study should confirm the project modifications do not alter the expected traffic levels.

According to the Town Zoning Law, signs within view of Interstate-81 may need a NYS

DOT Outdoor Advertising sign permit.

The New York State Department of Environmental Conservation and/or US Army Corps of Engineers approval is required for stream channel modification and wetland disturbance.

Local items for consideration included:

The local board should ensure all lighting fixtures meet the Town Zoning Law height limits, as the light poles in the truck parking area are proposed to be 40 feet high, while the Town limit is the height of the principal building (which is a single story building), not to exceed 35 feet. Similarly, the local board should ensure the footcandle or intensity limits are met, in particular, areas under the fuel canopies.

The local board should consider whether the proposed landscaping meets the Town Zoning Law requirements.

It appears as though some of the proposed signs may not meet the size and height limits in the Town Zoning Law. For example, one free-standing sign is proposed to be 100 feet high, while the Town height limit is 25 feet. For those that do not meet the Zoning Law size or height limits, redesigns should be considered in order to meet the Town Zoning Law signage size limits. Otherwise, area variances should be requested.

Adequate municipal sewer and water capacity should be reviewed/approved by the appropriate agencies (NYS DEC and NYS Dept. of Health) and the Town Engineer.

Clif Schneider mentioned he is still concerned about traffic concerns in that area, Andy Nevin stated the traffic study determined or indicated the average and peak traffic would not negatively impact any traffic areas other the on-ramp and that would take it from a level "B" to a level "C". It was not deemed a major impact, but that would be reviewed by NYS DOT staff of course. Mr. Freitag agreed, stating DOT has preliminarily reviewed and approved the proposed traffic flow and they would continue working with them to make any improvements.

Lisa L'Huillier asked where the water and sewer is being tied in, and Mr. Freitag stated both would be municipal tie-ins. The water proposal is to have Pamela's municipal line extended along the east side of Route 12 and they would cross over and connect there, and the sewer would be connected in the rear of the property

Dwight Greene asked about the outdoor lightning and any potential spillage to nearby residents and if there is any exhaust concerns with idling trucks. Andy stated with new LED lighting features the spillage is much more controlled and the supplied photometric study shows very limited effect on neighboring homes. Mr. Freitag agreed and stated they are meeting all zoning regulations on lightning and being are being as environmentally friendly and compliant as possible. He also stated there would be no idling trucks as there are state laws that mandate that be limited or not permitted.

Chairman Prosser read the staff recommendation that 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 Chairman Prosser, seconded by Lisa L'Huillier, and unanimously carried.

- 3-4. Village of Clayton, Site Plan Review & Area Variance, Christian Phinney, JCDP File # V CI 1/1a – 21. Sara Freda presented this project to the Board stating the applicant proposes to replace a storage trailer with a 14 foot by 44-foot shed and relocate the existing propane refill tank outside the fenced area. He is also requesting a variance to locate the new shed. The Board is reviewing this due to the parcel's proximity to NYS Route 12.

Sara showed the project location as at the southeast corner of State Routes 12 and 12E, aka James Street & State Street. Using current site photos, Sara showed the location of a 48" long shipping container stating they would like to replace it with a 14 foot x 44 foot storage building. They are also requesting an area variance to reduce the side yard setback to 5 feet, while 10 feet is required. In addition, they plan to relocate the propane tank to a more convenient location for customer use.

The only County/State comment was 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 Village Law.

Local items Sara identified included:

The local board should require a scaled site plan that adequately depicts all existing conditions, the proposed storage shed and relocated propane tank.

New York State Fire Code requires vehicle impact protection measures adjacent to propane tanks. The local board should ensure an acceptable barrier is provided for the relocated tank and that it is identified on the site plan.

Chairman Prosser read the staff recommendation that 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 Chairman Prosser, seconded by Jon Storms, and unanimously carried.

5. Town of Lyme, Special Use Permit, Jeffrey Cohen, JCDP File # T Ly 1 - 21. Sara also presented this project to the Board stating the applicants propose construction of 20 additional RV sites within a previously approved Planned Development District. The Board is reviewing this due to its proximity to County Road 179.

Sara showed the project location as 28653 County Route 179, on the Chaumont River. The site, Chaumont River Campground, has an operating permit with the Department of Health for 40 RV sites and 2 cabins based on the capacity of the existing sewage system.

Sara reviewed the site plan showing the proposing 20 new sites, and the locations of the drainage swales and stormwater treatment area. The applicant is proposing to increase the capacity of the onsite sewage system so it can handle up to 60 RV sites. All sites will have on-site sewer and water once this is constructed.

County/State issues included:

NYS Department of Health approval is required to add more RV sites to the onsite sewage system. Current approval is for approximately 42 RV sites and two cabins. The applicant's engineer is presently working with DOH to upgrade the sewer system and amend the operating permit to allow up to 60 RV sites.

NYS Department of Conservation approval is required to amend the existing SPDES Permit so that it can accommodate the projected increase in wastewater discharge associated with the additional RVs.

NYS DEC should also be consulted regarding the site's overall drainage.

Sara reviewed the following Local concerns:

While the original PDD process did not address RV site standards, the Zoning Ordinance lists the following standards that should be considered:

- 1) The minimum RV site area of 2,500 square feet. While the proposed RV site's are shown on the site plan, their area should be verified in order to determine if this standard is met.
- 2) Each RV shall be separated by a minimum of 25 feet.
- 3) A recreational area encompassing at least 8 percent of the total gross site area of the park (about 1.6 acres) is required and should be identified on the site plan. Additionally, the site plan states the existing volleyball court will be removed.

The local board should add a condition that requires the following statement be added to the site plan, "Any further alterations to the approved site plan shall require an updated PDD and/or Special Permit from the Town of Lyme."

The project may require a Flood Hazard Permit from the Zoning Enforcement Officer.

Chairman Prosser read the staff recommendation that 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 Chairman Prosser, seconded by Deb McAtee, and unanimously carried.

6. Town of Champion, Site Plan Review, Lundy Construction/Caskinette Realty LLC, JCDP File # T Ch 1 - 21. Erin Ermine presented this project to the Board stating the applicant proposes changes to the previously approved site plan by relocating the body shop and modifying the storm water ponds. The Board is reviewing this due to its proximity to NYS Route 26.

Erin showed the location on an aerial map as on NYS Route 26. She then reviewed the site plan, highlighting the proposed addition and the location of the new storm water ponds. An additional driveway was also shown on the site plan.

Only County/State concerns were the acquisition of two permits. A New York State Department of Transportation Highway Work Permit will be required for the construction of the new driveway and a Jefferson County Building Permit will be required.

Local areas of consideration included:

The parcel is located within 500 feet of an Agricultural District and this project will therefore require an Ag Data Statement.

The local board should consider requiring pedestrian crossing signifiers such as crosswalks, from customer parking areas to the main building(s).

According to the Town Zoning Code, three off-street loading berths are required due to the scale of this project. The local board should require the applicant to indicate where the off-street loading berths are located on the site plan.

The applicant should preserve existing vegetation where practical, according to the Town Zoning Code. Additionally, the site plan should indicate the presence of any landscaping.

Chairman Prosser read the staff recommendation that 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 Chairman Prosser, seconded by Lisa L'Huillier, and unanimously carried.

7. Town of Champion, Site Plan Review, Carthage Area Hospital, JCDP File # T Ch 1 - 21. Sara presented this project to the Board stating the applicant proposes a new 5,000 square foot primary care facility attached to an existing urgent care. Also proposed is an expanded parking lot, new driveway, and improved road. The Board is reviewing this due to its proximity to NYS Route 26.

Sara showed the project location on an aerial map as 22075 Constitution Boulevard. The project has been reviewed twice in the past, once in 2019 for the urgent care and once in 2018 for the Hospital.

The proposed 5,000 square feet primary care facility will be attached to the existing urgent care building via a new 12-foot-by-12-foot addition with the existing trash enclosure to be relocated. Site renderings show the exterior of the addition will be similar to the urgent care.

The site plan showed that Constitutional Boulevard would be extended to Hospital Drive, which will be constructed out to NYS Route 26. Both roads will be dedicated to the Town of Champion once complete. The existing driveway entrance will remain and a new one onto Hospital Drive will be constructed on a proposed access easement to the northeast. The parking lot will also be expanded from 15 parking space to 52 spaces, which meets code.

Sara identified the following County/ State concerns:

A NYS DOT Highway Work Permit is required for the new access onto NYS Route 26.

A Jefferson County Building Permit is required for the building.

A SWPPP is required since total disturbance is greater than one acre.

An Agricultural Data Statement is required because the site is located within 500 feet of a NYS certified Agricultural District.

She further commented on the following local concerns:

In order to provide the safe passage of pedestrians, the local board should consider requiring a sidewalk between the proposed facility, the Meadowbrook facility and the residential housing development. Consideration should also be given to future pedestrian access to potential adjacent commercial development to the east.

The proposed outdoor lighting should be designed and installed using dark sky compliant fixtures to limit impacts on adjacent properties and public roads.

The local board should consider requiring site landscaping in order to reduce aesthetic impacts on adjacent property owners.

Chairman Prosser read the staff recommendation that 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 Chairman Prosser, seconded by Art Baderman, and unanimously carried.

8. Town of Adams, Site Plan Review, O.D. Greene Lumber, JCDP File # T Ad 1 - 21. Erin Ermine presented this project to the Board stating the applicant proposes construction of a 68 foot by 104-foot pole barn for storage of building materials. The Board is reviewing this due to its proximity to US Route 11.

Erin showed the project location on the aerial map as 10799 US Route 11. It is adjacent to the main parcel that O.D. Greene store is located on. The site plan shows the approximate location of the proposed pole barn. Erin indicated there will be no electricity, heat, or water.

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

Erin reviewed the following Local issues:

The parcel is located within 500 feet of an Agricultural District and this project will therefore require an Ag Data Statement.

This parcel is within the Aquifer Recharge Area Overlay Zone (ARA). Therefore, no hazardous substances should be stored or maintained within this parcel. Hence, under the Zoning Law, the following uses are prohibited if stored outside: salt storage, de-icing materials, pesticides, or herbicides.

According to the Town Zoning Law, plans for this project should include adequate storm water and drainage measures. This is especially of concern if the applicant intends to store treated wood, salt, or other environmentally sensitive elements within the parcel.

9. Town of LeRay, Site Plan Review, North Country R&G Enterprises, LLC, JCDP File # T Le 2 - 21. Erin Ermine also presented this project to the Board stating the applicant is proposing to reopen a go-kart track, mini-golf course and batting cages. Aerial ropes course, climbing wall, bungee trampoline, car spin zone, sluice gem mine, and a vending area are proposed. The Board is reviewing this due to its proximity to NYS Route 342.

Erin showed the location on an aerial and indicated the site was previously opened as a recreation park. The site plan detailed the area for each activity and the proposed parking. No parking spaces were indicated, just an open area.

A Jefferson County Building Permit will be required if this project includes building construction within the intended vending and special events area.

In addition, the local board should ensure that adequate parking would be provided.

10. Village of Clayton, Special Use Permit, Stephanie Costantino/Jestlin LLC, JCDP File # V Cl 2 - 21. Andy presented this last project to the Board stating the applicant proposes to add 1st and 2nd floor additions to an existing commercial building. The Board is reviewing this due to its proximity to NYS Route 12.

Andy showed the property location as 527 Riverside Drive, the current Eagle Shoppe. Site renderings show the outside lower addition and upstairs canopy addition that are proposed on the side of the current building. These are purportedly to display outside sales merchandise. Some parking is located in the rear.

Pursuant to the Village Zoning Law and Local Waterfront Revitalization Program, an LWRP consistency form should be completed to verify the use is consistent with the program guidelines.

No local issues were identified.

Chairman Prosser read the staff recommendation that the County Planning Board pass a motion of local concern only for projects #8-10, with the comments as stated above.

Motion: To accept staff recommendation to pass a motion of local concern only for projects # 8-10 was made by Chairman Prosser, seconded by Jon Storms, and unanimously carried.

## B. Other Business

Michael Bourcy stated that Bill Ferguson has resigned from the Board leaving one vacancy.

He also addressed the Agricultural Farmland and Protection Board letter that was enclosed in the Board's monthly packet. It was for informational purposes. Art Baderman stated he fully supported the need to protect agricultural land. Clif Schneider made a motion to endorse the letter and Art Baderman seconded it.



## Adjournment

Lisa L'Huillier made a motion to adjourn the meeting at 5:36 p.m., seconded by Jon Storms, and was unanimously carried.