

MEETING MINUTES

JEFFERSON COUNTY PLANNING BOARD

**2nd Floor Conference Room
175 Arsenal Street
Jefferson County Office Building**

January 30, 2024

MEMBERS PRESENT: David Prosser, Chairman, Lisa L’Huillier, Vice-Chairperson, Jon Storms, Randy Lake, John Stinson, Jean Waterbury, John Stano, Rick Nuijens, Neil Katzman

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

<u>PUBLIC PRESENT:</u>	Don Metzger, resident	City of Watertown
	Katy Metzger, resident	City of Watertown
	Joan/John Spont, residents	Town of Watertown
	Patrick Signor, resident	Town of Watertown
	Robert Busler, Prime LLC Zone Change	City of Watertown
	Criag Fox, Reporter	Watertown Daily Times

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 November 28, 2023 MEETING MINUTES: Chairman Prosser asked members if they had any comments or changes to the November 28, 2023 meeting minutes. A motion to accept the meeting minutes was made by Neil Katzman, 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 once it was explained that comments on agenda items would occur during the respective project presentation.

NEW BUSINESS:

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

1. **City of Watertown, Prime LLC, Zoning amendment from Residential to Planned Campus. JCDP File # C 1 – 24**

Sam described the proposal as a request to change the zoning from Residential to Planned Campus on two parcels totaling 16 acres of the former Ives Hill Country Club. He presented the amendment displaying the aerial, parcels, zoning map, table of uses for both districts, and the comprehensive plan neighborhood and future land use map which calls for low density residential in the area. There isn’t a specific project proposed at this time.

Sam described County/State related matters:

New York State General City Law requires zoning amendments to be made in accordance with a community's Comprehensive Plan. The local board should ensure that this amendment is consistent with the City of Watertown's Comprehensive Plan adopted in 2019.

He continued, saying the Comprehensive Plan Future Land Use map calls for low density residential in this area of the City. The local board should consider the impact of changing the zoning from Residential to Planned Campus District which allows for higher density residential while not allowing single or two-family residences that predominate the area. In addition, the zoning amendment would allow several potential business uses that may not be compatible with the residential character of the neighborhood. Therefore, the proposed zoning district doesn't appear to be in accordance with the City Comprehensive Plan.

Lastly, the local board should also consider potential intermunicipal impacts on the Town of Watertown. The adjacent area in the Town is zoned Residential 3 and the predominant land use is single family homes while the proposed zoning district would allow higher density residential, as well as business uses.

Motion: Rick Nuijens made a motion, seconded by Randy Lake, which passed 7 to 2, recommending disapproval based on the type of uses allowed in the proposed Planned Campus District not being consistent with the City's Comprehensive Plan that indicates low density residential for the two parcels and the area surrounding them. Similarly, there is the potential for intermunicipal impacts of the proposed Campus District on the adjacent Town of Watertown single family uses and residential zoning district cannot be determined without a proposed project.

2. Town of Alexandria, Keith Verplank, Area Variance and Site Plan Review for two self-storage buildings, JCDP File # T AI 1, 1a – 24

Andy presented the aerial photo, site photos, and site plan, of the two self-storage buildings.

Under review comments he said:

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;

A Jefferson County Building Permit will be required for the buildings;

The local board should ensure each self-storage unit can be accessed while allowing for adequate vehicular circulation; and

The lighting details (such as dark sky compliant or shielded lighting) should be provided to ensure any potential glare doesn't impact neighboring properties and the public roadways.

Motion: To accept staff recommendation to pass a motion of local concern only for the project was made by Neil Katzman, seconded by Jean Waterbury and unanimously carried.

3. Town of LeRay, Wewer Holding Corp., Site Plan Review for a 10,000 square foot accounting firm office building, JCDP File # T Le 1 – 24.

Andy presented this project to the Board. He presented the aerial photo, site photos, building elevation rendering, site plan, and landscaping plan of the proposed office building.

Under review comments, he said:

A Jefferson County Building Permit is required;

The local board should determine if the proposed landscaping is adequate;

If a sign is anticipated, it should meet the Town's standards; and

Lighting fixtures should be dark sky compliant to limit impacts on helicopter pilots during nighttime flight maneuvers, as well as toward neighboring properties and public roads.

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

4. Town of Pamela, Mariah Caldwell, Site Plan Review, used vehicle retail operation, JCDP File # T Pa 1 – 23.

Sam presented this project to the Board. He reviewed the aerial photos, site photos, and site plan of the proposed retail used vehicle sales operation.

Under review comments, he said:

A Jefferson County Building Permit may be required for any interior renovation;

According to the Town of Pamela's Zoning Law, the change of use to automobile sales would be defined as Large Product Retail. Therefore, the local board should ensure that the operation is properly screened from any adjacent residential properties when any operation is within 200 feet of a residential structure;

The local board should ensure that the site plan accurately depicts where customer parking, employee parking, and vehicle storage will be located. It's unclear if parking will be located along the sides of the building;

The local board should ensure that the vehicle display area and any parking spaces be constructed of all-weather materials;

The distance from the NYSDOT right of way should be identified on the site plan. No vehicles are allowed to be parked or displayed in this right of way; and

If any signs are proposed, the local board should ensure that the applicant follows the sign regulations outlined in section 525 of the Town of Pamela Zoning Law.

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

Intergovernmental Reviews:

2024 – 1: The Watertown International Airport is seeking \$11,163,500 in funding from the FAA for various airport improvements.

Funds will be used to replace old and acquire new aircraft rescue and firefighting equipment (15 self-contained breathing apparatus with masks, thermal imaging camera, fire extinguishers, axes and crow bars, the jaws of life, and 15 sets of protective clothing). Another project is to fund the preparation of a SMS (Safety Management System) Manual and Implementation Plan. Funding will also include rehabilitate runway 10-28 (construction). Lastly, funding will also include a tear down and reconstruct a larger Terminal Building – Phase 1 construction.

Dave Prosser made a motion, seconded by Neil Katzman, to send a letter of support for the project funding request.

2024 – 2: The Town of Hounsfield is seeking funding for Water District #8 which will serve properties along Storrs, Martin, Lloyd, Jericho, Fields, Parker, Old Rome State, and Spencer roads, County Routes 62 and 66, and Cronk Drive. The proposed water service area may be expanded to serve properties along County Route 66, Youngs, Fields, and Slater roads.

Dave Prosser made a motion, seconded by Neil Katzman, for sending a letter of support for the project funding request.

Other:

There was a brief discussion about future training offerings which typically occur in the fall as well as the Tug Hill Commission's Local Government Conference, which occurs this year on May 1st and 2nd in Verona, New York.

Adjournment

Neil Katzman made a motion to adjourn the meeting at 5:05 p.m., seconded by Lisa L'Huillier, and it was unanimously carried.