

ST. LAWRENCE COUNTY PLANNING BOARD
DRAFT MEETING MINUTES

August 8, 2019

Public Safety Complex, 2nd Floor Conference Room, 49 ½ Court Street, Canton, NY

I. Call to Order

- a. Roll Call and Determination of Quorum.** K. Bellor called the meeting to order at 7:02 pm. A quorum was present.

Members Present: E. Alan, K. Bellor, J. Cameron, D. Duff, D. Fay, R. Hotte, D. Mullaney and K. O’Neil. **Members Absent:** K. Bisonette, D. Chambers, W. Davis, M. Gazin, M. McCluskey and B. Murray. **Staff Present:** M. Larson and K. Zimmerman.

- b. Adoption of the Agenda.** Larson said the Town of Rossie’s revision to its subdivision regulations to allow for lot line adjustments would be presented as a project to return for local action. The agenda was unanimously adopted (Alan/Cameron).

- c. Approval of the Meeting Minutes.** The July 11, 2019 minutes were unanimously approved (Duff/O’Neil).

II. Public Forum

Bellor announced Zimmerman’s retirement at the end of August, and read for the record the following resolution commending Zimmerman for his years of service to the Planning Office and St. Lawrence County government:

Honoring the Contributions of Keith J. Zimmerman

WHEREAS, the St. Lawrence County Planning Board has greatly benefitted from Keith Zimmerman’s 32 years of service and technical expertise in his capacity as a Planner, Deputy Director and Director of the St. Lawrence County Planning Office; and

WHEREAS, during his tenure with the Planning Office, Keith provided valuable insight and leadership with the preparation of the County’s 1995 Policy Guide, and with the preparation of land use regulations for emerging land uses including wireless communications towers, commercial wind turbines, and big box retail development; and

WHEREAS, Keith’s contributions to improve the quality of life of St. Lawrence residents include: assisting with the design and delivery of the First-time Homebuyer Program; the County’s emergency response to the 1998 ice storm; the remediation of the former Sealand site in Lisbon; the remediation of the former J&L site in Clifton; and the County’s emergency response to 2019 flooding on the St. Lawrence River; and

WHEREAS, in addition to performing his duties in the County Planning Office, Keith's commitment to public service as a County employee include: accepting interim appointments as the Emergency Management Director, and the Information Technology Director; overseeing the conversion of the County's accounting software system; and annually serving on the County's budget team to assist with the timely preparation of a proposed budget; and

WHEREAS, St. Lawrence County government as a whole benefitted from his involvement with the design and construction of essential County facilities including the Human Services Complex and the County Jail,

NOW, THEREFORE, BE IT RESOLVED, the St. Lawrence County Planning Board sincerely thanks Keith Zimmerman for his many years of distinguished service to advance the interests of the County Planning Board and St. Lawrence County; and

BE IT FURTHER RESOLVED, the St. Lawrence County Planning Board offers Keith its best wishes on the occasion of his retirement and the beginning of a new chapter in his life.

All those in attendance gave a standing ovation. Zimmerman said thank you and acknowledged the contributions of Planning staff and the Planning Board during his tenure. Zimmerman said while his last day is August 30th, he intends to continue a working relationship with the County Board of Legislators and County Administrator's Office, and will have a diminished role with the Planning Office. Zimmerman said the hiring of a new Planning Director will be at the discretion of the County Board.

III. Project Reviews

a. Projects Returned for Local Action.

- i. Rossie (T): Revision to Subdivision Regulations to allow for lot line adjustments. Larson provided an overview of the Town's revision to allow for lot line adjustments without Town Planning Board review. After Duff asked for the Town's reasoning, a discussion ensued among Planning Board members about the convenience and timeliness that is given when allowing a mutual property line between land owners to move without review. Fay said he agreed with allowing lot line adjustments due to the region's short construction season. Cameron said local governments do not have difficulty with lot line adjustments; a bigger culprit is the filing of subdivisions in the County Clerk's Office that have not been reviewed or approved by a local planning board. When asked about fraudulent subdivision filings in the County Clerk's office, Zimmerman said the Clerk and their staff do not have a mechanism to reject attested documents. *The Board concurred with staff recommendation to return the project for local action with comments.*

b. Full Reviews.

- i. Canton (T): Adoption of Solar Energy Regulations. Larson presented an overview of the draft regulations and reviewed the recommended changes. Larson and Zimmerman answered Duff's question about the intent of Agricultural Data Statements. Cameron and

O'Neil asked for a copy of Canton's draft solar law, and recommended including with the staff report a link to review the draft law. Larson said she would upload the draft law to Google Drive and forward a link to Board members. The Board unanimously approved the solar regulations with conditions (Fay/Cameron).

- ii. Gouverneur (V): Zoning Revisions and Map Amendment. Zimmerman said he would present the project review as Pfothauer provided technical assistance to the Village with these revisions. Zimmerman presented the staff report and highlighted recommendations regarding day care centers; not allowing mobile homes constructed before 1976 in the R3 district; allowing religious institutions in the R2, R3, and B1 districts; and provisions for Planned Development Districts. Zimmerman said Gazin was unable to attend tonight's meeting but suggested their solar regulations ask applicants to identify how it will address cybersecurity vulnerabilities when connecting independent energy systems to the grid, and recommended the R2 and B1 boundary between Clinton and Gordon Streets be redrawn to follow the centerline of Trinity Avenue. Zimmerman answered Duff's request to clarify terminology about mobile homes and manufactured homes, and the regulations that apply to each. The Board unanimously voted to conditionally approve the Village of Gouverneur's zoning revisions and Map Amendment (Alan/Duff).
- iii. Waddington (T): Zoning Code Revisions. Larson reviewed the Town's zoning map, and the staff report and recommended revisions. Larson noted she would include Gazin's suggestion for solar array applicants to address cybersecurity threats when connecting a solar array to the grid. The Board unanimously voted to conditionally approve the Town of Waddington's subdivision revisions (Alan/Davis).

IV. Reports

- a. **Executive Committee.** Bellor said the Executive Committee met by phone and in person on July 25th to set tonight's agenda and discuss the full review projects.
- b. **Board of Legislators.** Fay said the Board of Legislators will begin discussing the vacancy of the Planning Director's position, and the County Administrator's office is preparing a tentative 2020 budget.
- c. **Highway Department.** Zimmerman said highway projects are underway, and the Highway Department is having discussions with organic farm operations who are concerned about spraying Round Up along sections of County Routes that cannot be readily mowed.
- d. **State of the County.** Zimmerman provided an update about the County's involvement in the State's Resiliency and Economic Development Initiative (REDI) in response to 2019 flooding along the St. Lawrence River. Zimmerman said 251 projects have been identified in St. Lawrence and Jefferson Counties. Zimmerman also discussed water levels through the end of summer, and said he would like to provide a future update to the County Planning Board.

- e. **Staff Report.** Larson said the office is busy preparing environmental reviews for the County's First Time Homebuyer Program, and for the Lead Abatement grant; staff are finalizing Morristown's Comprehensive Plan and the Town of Brasher's Subdivision Regulations; the County's Shoreline Resiliency project is complete; and the office recently completed a funding application to construct an off-street bus lane and stop at the County Social Services Building. Zimmerman said an official with the US Census Bureau is scheduled to deliver a presentation to the Board of Legislators about the upcoming 2020 Census on August 12th.

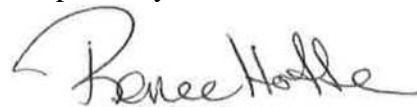
V. Other Items

- a. **Correspondence.** Larson said the Planning Board can expect to review a joint Comprehensive Plan by the Town of Canton, the Village of Canton and the Village of Rensselaer Falls, and the redevelopment of Old Snell in the Village of Potsdam. Larson said the office received correspondence from the Adirondack Park Agency about a waterfront subdivision in Star Lake, and received information from the Village of Canton about the annexation of an apartment complex off Sullivan Drive. Larson also said summaries of training hours to date for 2019 were being handed out to members in attendance, and identified future land use training sessions that will be held to help Planning Board members satisfy the four-hour training requirement.
- b. **Next Meeting Dates.** The Executive Committee will meet on Thursday, August 29th at 4:15 pm in the Planning Office. The Planning Board will meet on September 12th at 7:00 p.m. in the 2nd floor conference room of the County Public Safety Complex, located at 49 1/2 Court Street in Canton.

VI. Adjourn

The meeting adjourned by consensus at 8:25 pm (O'Neil/Alan).

Respectfully Submitted,



Renee Hotte, Secretary

Minutes prepared by J. Pfothenauer

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